

|  |  |
| --- | --- |
| **Job Title:** Disbursement Generalist 1 | **FLSA Classification:**   * Exempt * Nonexempt |
| **Reports to:** Payroll Manager | **Location: Premont Hall** |
| **Department: Business** | **Division: Finance** |
| **Employment Category:**   * Full-Time ☐ Part-Time | **Paygrade: 317** |

**PRIMARY PURPOSE OF POSITION**

Provide complex clerical and administrative support to the Office of Disbursement Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Data collection, data entry, and reporting of employee set up and payment information for various types of employees (staff, faculty, adjuncts, students, and international)
  + New hire and re-hire data collection, review and entry into ERP system
  + Maintain Smartsheet data
  + Process Employee Action Notices (employee HR/Payroll data changes)
  + Process separations
* Participate in periodic system upgrade testing.
* Proficiency with basic math calculations.
  + Vacation payouts
  + Calculation of over and under payments
  + Special payment types
* Familiarity with general accounting principles.
  + Use of Chart of Accounts
  + Basic reconciliations for validation
* Maintain a high-level confidentiality.
  + Access to sensitive information
  + Abide by laws and regulations for employee data retention
* Use of office hardware and software.
  + Office equipment
  + Time keeping software
  + ERP system
* Outstanding organizational and time management skills.
* Excellent communication abilities with aptitude in problem solving.
  + Respond to department queries
  + Assist with external communication
  + Research and resolve data discrepancies
* Assisting and training employees on departmental processes.
  + Time keeping system
  + Ensure proper use of department policy, laws, and regulations
* Assist with special projects as needed.

**QUALIFICATIONS**

* HS graduate or equivalent.
* Two years relevant work experience.
* Fundamental computer skills.
* Proficient in Microsoft Office software.
* Must be able to prioritize and effectively manage a high volume of tasks.
* Ability to read and interpret moderately complex information, originate simple to moderately complex correspondence. Ability to comply with workplace guidelines and attendance requirements. Successful completion of an employment and/or criminal history background check required

**WORKING CONDITIONS**

This is a non-exempt position and your expected work schedule is Monday through Friday. Special Conditions: Position limits vacations during summer months due to fiscal year end activities.

**PHYSICAL REQUIREMENTS**

The expectations listed below are representative of the abilities that may be needed to fulfill duties of this position Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions**.** Physical strength/endurance to enable the individual to perform/participate in the following activities:

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to climb stairs, ladders or scaffolding as necessary.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* Possesses dexterity abilities required to perform typing, operate a computer and other office equipment, to perform filing, and related job responsibilities and attention to detail competence.
* Physically able to spend significant time reading both on paper and on a computer.
* Ability to travel by car and plane for University business. Ability to drive.

**SUPERVISORY RESPONSIBILITIES**

**SUPERVISION RECEIVED:** General supervision is provided by the Accounts Payable Manager.

**SUPERVISION EXERCISED:** None

**EXPECTATIONS**

The incumbent is expected to have or possess:

* Ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
* Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the supervisor.
* Demonstrated ability and interest in growth and learning new skills.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.
* Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds in accordance with the Holy Cross Mission.
* Adhere to the policies and procedures established by St. Edwards University.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

|  |  |  |
| --- | --- | --- |
|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |