

Analyst I/II, Accounts Payable
Auburn University

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Posted Nov. 23, 2020, set to expire Apr. 4, 2021

Job Title	Analyst I/II, Accounts Payable
Department	Procurement and Business Services
Institution	Auburn University Auburn, Alabama
Date Posted	Nov. 23, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
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Job Description

Job Summary

Level I:

Under close supervision, assists with a variety of routine accounts payable duties with an established spending limit. Responsible for the full accounts payable cycle including analyzing and approving invoices and payments for Procurement and Business Services. Assists with taxable fringe benefit reporting and 1099 processing and reporting.

Level II:

Under general supervision, performs a variety of routine accounts payable duties with an established spending limit. Responsible for the full accounts payable cycle including analyzing and approving invoices and payments for Procurement and Business Services. Responsible for taxable fringe benefit reporting and 1099 processing and reporting.

Level I: Grade 30 Salary Range: \$28,000 – \$46,700

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Level II: Grade 31 Salary Range: \$31,300 – \$52,100

Essential Functions

Level I:

1. Assists in the analysis and approval of a large volume of electronic invoices and payments while ensuring compliance with state spending policies and procedures. Such analysis includes, but is not limited to, the following: analyzes transactions for patterns in exceptions and utilizes independent judgment to approve or disapprove the request; identifies opportunities for increased efficiency, compliance, and cost-savings; investigates revenue opportunities such as early payment programs; and analyzes payment methods to ensure efficiency and cost-effectiveness. May assist with identifying units that regularly submit payment requests which lack compliance with current payment policies and procedures in order to provide additional training and support.

2. Ensures that proper coding, approvals, and required documentation are in place for the processing of a variety of payables, including vendor payments, travel reimbursements, human participant payments, and procurement card payments. Ensures compliance with University policies and procedures as well as applicable state and federal regulations. Keeps supervisor informed of any and all issues or anomalies that may arise.

3. Assists in analyzing system reports to identify spending patterns and to ensure expenditures are within policy guidelines.

4. Performs the flagging, reporting, and issuance of 1099 payments in compliance with IRS regulations.

5. Communicates with internal and external stakeholders on accounts payable matters to ensure compliance with all Auburn University policies, procedures, and state and federal laws.

6. Assists in compiling and reporting the taxable fringe benefits paid by Auburn University and its institutionally-related foundations (Auburn University Foundation and Tigers Unlimited Foundation) to Payroll.

7. Performs other related duties as assigned.

Level II:

1. Reviews, analyzes, evaluates, and approves a large volume of electronic invoices and payments while ensuring compliance with state spending policies and procedures. Such analysis includes, but is not limited to, the following: analyzes transactions for patterns in exceptions and utilizes independent

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judgment to approve or disapprove the request; identifies opportunities for increased efficiency, compliance, and cost-savings; investigates revenue opportunities such as early payment programs; and analyzes payment methods to ensure efficiency and cost-effectiveness. Collaborates with units that lack compliance with current payment policies and procedures in order to provide additional training and support.

2. Ensures that proper coding, approvals, and required documentation are in place for the processing of a variety of payables, including vendor payments, travel reimbursements, human participant payments, and procurement card payments. Ensures compliance with University policies and procedures as well as applicable state and federal regulations. Keeps supervisor informed of any and all issues or anomalies that may arise.
3. Generates system reports to identify spending patterns and to ensure expenditures are within policy guidelines.
4. Coordinates and performs the flagging, reporting, and issuance of 1099 payments in compliance with IRS regulations.
5. Communicates with internal and external stakeholders on accounts payable matters to ensure compliance with all Auburn University policies, procedures, and state and federal laws.
6. Compiles and reports to Payroll the taxable fringe benefits paid by Auburn University and its institutionally-related foundations: Auburn University Foundation and Tigers Unlimited Foundation.
7. Performs other related duties as assigned.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact