

Analyst I/II, Accounts Payable
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=151584>

Downloaded On: Apr. 20, 2021 7:40pm

Posted Dec. 17, 2020, set to expire May 1, 2021

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| Job Title | Analyst I/II, Accounts Payable |
| Department | Procurement and Business Services |
| Institution | Auburn University Auburn, Alabama |
| Date Posted | Dec. 17, 2020 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Fiscal Services |
| Job Website | https://www.auemployment.com/postings/20363 |
| Apply Online Here | https://www.auemployment.com/postings/20363 |

Apply By Email

Job Description

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.



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

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

Contact Information

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

Contact

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