



# The University of Texas at San Antonio™

## Job Description

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<b>Job Title:</b>	Disbursements and Travel Supervisor	<b>Job Family:</b>	Financial/Accounting
<b>Type:</b>	Classified - Exempt	<b>Job Code:</b>	19070
<b>Department:</b>	Disbursements and Travel Services/ VP Business Affairs	<b>Salary Grade:</b>	60
<b>Reports to:</b>	Director, Disbursements and Travel Services	<b>Created/Revised:</b>	09/2022
<b>Work Modality:</b>	Hybrid: On-Campus & Remote		

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### Job Summary

Responsible for the supervision of Accounts Payable staff and the training and development of those individuals to enhance customer service, improve departmental efficiency and ensure the accuracy and timeliness of invoice processing. Supervise invoice processing for timely payment of university's accounts payable and ensures accurate accounting treatment.

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### Core Responsibilities

1. Supervise, develop and train staff to enhance customer service, improve departmental efficiency and ensure the accuracy and timeliness of invoice processing.
2. Oversee, review, analyze and exercise control over the preparation, processing, and verification of various accounting documents, to include purchase orders related to accounts payable payments and or travel reimbursements.
3. Approve invoices processed to ensure proper matching of purchasing and receiving documents, proper distribution to general ledger expense accounting chart fields, timely and accurate payments that make full use of available discounts in accordance with Texas Prompt Payment Act. Analyze data for accuracy and initiate corrective action where necessary to ensure compliance with applicable regulations and policies.
4. Assist faculty and staff on financial and administrative matters, related to business processes in place and other responsibilities of Disbursements and Travel Service.
5. Liaison for external vendors concerning payment inquiries and disputes.
6. Knowledgeable with accounts payable best practices. Applies judgment to daily work duties using appropriate fund accounting principles, GAAP, financial accounting system requirements, applicable university policies and procedures, IRS regulation, state regulation and law that affect the functional responsibilities of the Disbursement and Travel Services department.
7. Properly documents all files for audit purpose. Manages Owner Insite- Broaddus transactions.
8. Runs Pay Cycle weekly. Runs the voucher build process to ensure project payments are successfully issued.
9. Oversees the resolution of complex travel and disbursement issues to include proper recording of bank wire transfer.
10. Assist with year-end closing: assist with year-end audit by providing internal and external auditors with documentation requested.
11. Conduct training to University on applicable business processes; participate in Supply Chain Outreach Meetings.
12. Actively participates in ERP system testing, process validation and serves on teams responsible for bundles,

upgrades and ERP enhancements that impact accounts payable, travel and expense and PaymentWorks.

13. Completes special projects and assignments.

14. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration and Innovation.

15. Performs other duties as assigned.

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## Minimum Requirements

### Education/Certifications

#### Required

- Bachelor's degree from an accredited institution.  
Experience can substitute for the degree on a one for one basis.
- Criminal Background Check (CBC)

#### Preferred

- Master's degree in Accounting from an accredited institution.

### Experience

#### Required

- Four years of progressively responsible experience in governmental or commercial accounting working in accounts payable, disbursements, or within a comparable financial accounting area to include:
  - Two years of supervisory experience

#### Preferred

- Six years of accounts payable or travel services experience and three years of supervisory experience.
  - Experience working with ERP system or PeopleSoft.
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## Knowledge Skills & Abilities

- Excellent oral and written communications skills.
  - Knowledge of personal computer, Microsoft Work and Excel, email software, and other typical office machines.
  - Strong interpersonal skills.
  - Commitment to excellence in customer service and collaborations.
  - Team player.
  - Strong organizational and analytical skills.
  - Knowledge of job responsibilities for accounts payable/travel reimbursement processing.
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## Core Competencies

*Instructions: Select the appropriate Competency section below based on position. **Options:** Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.*

People Leader:

Decision Quality, Managerial Courage, Developing Direct Reports, Dealing with Ambiguity, Business Acumen, Strategic Agility

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## **Working Conditions**

### **Working Environment:**

- Office Environment.
- Requires use of personal computing equipment, telephone, multi-functioning printer and calculator.
- Periodically must work in excess of 40 hours per week (i.e. during peak periods and fiscal year-end).
- May require infrequent travel for meeting and/or training.

### **Physical Demands:**

- Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.