



The University of Texas at San Antonio™

Job Description

Job Title:	Disbursements and Travel Coordinator	Job Family:	
Type:	Classified – Exempt	Job Code:	19071
Department:	Disbursements and Travel Services/VP Business Affairs	Salary Grade:	58
Reports to:	Director of Disbursements and Travel Services	Created/Revised:	11/22/2021
Work Modality:	On Campus		

Job Summary

Plan, coordinate and facilitate the daily operations of the accounts payable and expense reimbursement processes of the Disbursements and Travel Services (DTS) department which includes timely approval of accounts payable invoices, expense reimbursements and accurate accounting treatment.

Core Responsibilities

1. Responsible for facilitating the various operational processes required to issue payments.
2. Oversee and exercise control over the preparation, processing, and checking of various disbursement documents. As needed to match departmental volume, review, and approve purchase orders vouchers, non-PO vouchers and Expense Reports.
3. Verify, validate, and close monitoring of vendor holds, assist with unclaimed property reissues at year end; timely update USAS/TINS data as required; oversee daily payment reissues and serve as a backup on wire transfer processes; run the daily Pay Cycle process. Validate and approve new vendor setup and/or updates for existing vendors.
4. Analyze payment and expense data for accuracy and initiate corrective action when necessary to ensure compliance with applicable regulations and policies.
5. Fully knowledgeable with the ability to independently apply judgment to daily work duties based on financial accounting system requirements, applicable university policies and procedures, IRS regulations, state regulations and laws that affect the functional responsibilities of the Disbursements and Travel Services department.
6. Liaison with outside vendors and University departments concerning payment matters and disputes.
7. Assist with fiscal year-end closing and year-end or state audits by providing internal and external auditors with documentation requested.
8. Coordinate the hiring and training of student workers and maintain work schedules. Responsible for all DTS staff time recordkeeping.
9. Conduct training for front office users and other University customers on applicable business processes. Update DTS training materials and forms as needed.
10. Assist with Accounts Payable and Travel and Expense business process analysis, and make recommendations as needed.
11. Adhere to and support departmental customer service standards, including partnering with other areas to deliver excellent service.
12. Promote a culture of safety and environmental protection by working in a safe manner; immediately reporting unsafe situations, spills, and accidents; following University safety plans/procedures/protocols; and participating

in appropriate safety training.

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

14. Performs other duties as assigned.

Minimum Requirements

Education/Certifications

- Bachelor's Degree in an Accounting or Business-related field.

Experience

- Four years of progressively responsible experience in governmental and commercial accounting working in accounts payable, disbursements, or within a comparable financial accounting area.
 - At the department's discretion additional related education may substitute for required experience on a one-for-one basis.
-

Knowledge Skills & Abilities

- Excellent verbal and written communications skills.
 - Strong interpersonal skills.
 - Commitment to excellence in customer service and collaboration.
 - Ability to work as an effective team member and build cooperative working relationships with customers, peers, and staff.
 - Excellent organizational, analytical, and problem-solving skills.
 - Ability to set priorities, meet deadlines and multi-task.
 - Knowledge of job responsibilities for accounts payable/travel processing
 - Knowledge of personal computer, email software, and other typical office machines.
 - Proficient in Microsoft Office Suite
-

Core Competencies

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

Working Conditions

Working Environment:

- Office Environment.
- Periodically must work in excess of 40 hours per week (i.e., during peak periods and fiscal year-end).
- May require infrequent travel for meetings and/or training.

Physical Demands:

- Describe any Physical Demands of the Position
-