

The University of Texas at San Antonio

Job Description

Job Title: Credit Card Program Manager
Code: 19164
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Controller's Office/Financial Affairs/Business Affairs
Reports To: Assistant Controller

Summary

- Function: Full service management of credit card programs to include Procurement Cards, Travel Cards, and Travel Advance Cards in accordance with the requirements of the state contract, university guidelines, and applicable generally accepted accounting principles.
- Scope: Responsible for management of The University of Texas at San Antonio's credit card programs.

Duties

- Typical:
 1. Management of all components for the Corporate Travel Card (Central Liability Individual Billed Accounts/CLIBA), One Card and Procurement Card programs including, card issuance and cancellations, employee training, and excellent customer service.
 2. In conjunction with Financial Affairs management, develops methods to standardize and improve business processes, develops, and improves programs to ensure efficiency and internal controls.
 3. Designs and implements credit card operations policies and procedures and recommends changes to increase efficiency.
 4. Office performs account audits to determine program compliance and detection of possible fraud.
 5. Ensures compliance with credit card regulations pertaining to chargebacks, disputes, payment processing, credit card program requirements, statement disclosures, and settlement.
 6. Identifies opportunities for program growth through partnership with Purchasing and other departments to select potential vendor and employees to expand card usage.
 7. Identifies and corrects issues or problems related to credit and debit cards as they arise. Solves problems related to card use and Travel and Expense report processing.

8. Assures payments of monthly credit card bills/statements are timely and accurately processed.
 9. Designs and develops training documentation, including quick reference quick reference guides and PowerPoint presentations.
 10. Communicates changes made to associated documentation to all affected parties (both internally and externally).
 11. Provides guidance, develops performance standards, evaluates performance, and provides coaching and counseling as needed.
 12. Maintains program statistics, trends, and metrics. Provides reports to management as requested.
 13. Secures credit card data in compliance with University and payment card regulations.
- Periodic:
 1. Assists the Assistant Controller with research and analysis of various accounting related issues.
 2. Special projects and other duties as assigned.

Education

Required	Preferred
Bachelor's degree in Accounting or related field from an accredited institution.	N/A

Other Requirements

Required	Preferred
Knowledge of credit and debit card functions.	Knowledge of core business processes within the financial areas of an educational institution.
Ability to communicate effectively and diplomatically with all levels of management, team members, and customers.	
Ability to thrive in a fast-paced environment and under tight deadlines.	
Strong analytical and problem solving skills.	
Able to listen and adapt content into effective procedures, desk manuals, workflow charts, visual aids, and quick reference guides.	

Ability to organize and track projects and tasks to ensure accuracy, high quality and timely completion; maintain attention to detail while managing multiple priorities.
Intermediate to Advanced Excel skills
Criminal Background Check (CBC).

Experience

Required	Preferred
Four years of experience in accounts payable, to include one year of experience working in credit card program management and one year of supervisory experience.	Strong functional knowledge of the major business areas under UTSA Financial Affairs.
	Two years of experience in higher education.
	Prior experience in banking industry and/or managing a credit card program.

Equipment

Required	Preferred
Use of personal computer and standard office equipment.	PeopleSoft Financials

Working Conditions

Usual	Special
Normal office environment.	Occasional evening and weekend hours.

Supervision

Received	Given
Determines own work methods and solves problems utilizing technical knowledge and experience.	May directly or indirectly supervise assigned support staff.

Accuracy

Accuracy in all phases of the duties performed.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are followed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.