

The University of Texas at San Antonio

Job Description

Job Title: Disbursements and Travel Specialist II
Code: 19194
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Disbursements and Travel Services
Reports To: Assistant Director of Disbursements and Travel Services or Disbursements and Travel Services Supervisor

Summary

- **Function:** Under general supervision, perform a variety of general and specialized disbursement accounting activities include processing invoices to assure timely payment of university's accounts payable and accurate accounting treatment.
- **Scope:** Responsible for central accounts payable activities and processes. Work should be timely performed with an attention to detail, accuracy, and excellent customer service. Disbursements and Travel Services staff works as a team although DTS specialists may be assigned a specific group of vendors or customer base.

Duties

- **Typical:**
 1. Process invoices accurately and timely to ensure proper matching of purchasing and receiving documents, proper distribution to general ledger expense accounting chartfields, timely and accurate payments that make full use of available discounts in accordance with Texas Prompt Payment Act. This requires organizing and tracking workload using department prescribed processes.
 2. Assist faculty and staff on financial and administrative matters, related to responsibilities of Disbursements and Travel Services.
 3. Provide technical information and instruction to personnel regarding procedures, methods and fiscal controls involved in processing disbursements. Accurately explain policies and procedures to enhance customer service and satisfaction.
 4. Properly documents all files for audit trail. Maintain accurate and organized filing systems for electronic and paper files. Search, locate, and retrieve files from manual or computerized system in order to provide requested information.

5. Resolves assigned travel and disbursements issues. Utilize and select the correct standard form or email response to solicit additional information. Timely follow-up on non-responsive requests.
6. Prepare and maintain logs and reports using spreadsheets to track or report various information.
7. Works with outside vendors concerning payment matters and disputes as appropriate.
8. May involve the application of disbursement specific skills and ability, including the interpretation and application of rules and procedures requiring sustained, frequent, and intensive use of disbursement related financial, statistical, and numerical data and information. This requires the incumbent to become knowledgeable and apply judgment to daily work duties based on fund accounting principles, GAAP, 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. The incumbent should obtain a solid understanding of the university's chart of accounts.
9. Special assignments may include:
 - Vendor File maintenance
 - Daily check processing and report distribution
 - ACH processes
 - Interdepartmental transfers
 - Specialty vendors
 - USAS distribution of reports/State warrants while tracking semi-monthly and monthly payroll
 - Direct deposit and garnishment item processing, when applicable
 - Vendor holds and check reissues
 - Returned/cancellation/stop payment check processing
 - Travel direct bill processing/approvals
 - Travel In/out of state and foreign travel
 - Facilitating travel advance, travel cards, and/or central billing accounts – reissues/application maintenance
 - Administering the student stipend process (automated process between Banner and the financial system).
 - Voucher preparation for purchase order payments
10. Other duties as assigned.
 - Periodic:
 1. Administrative duties: monitoring the general office email box, ordering office supplies, etc.

Education

Required	Preferred
Two years of college coursework or equivalent experience may substitute	Associate or Bachelor's Degree in Accounting

Other Requirements

Required	Preferred
N/A	N/A

Experience

Required	Preferred
Four (4) years of experience working in accounts payable, disbursements, or within a comparable financial accounting area. Significant other public sector or commercial accounting experience may substitute.	Experience working with an automated disbursements system.
Familiarity with electronic accounts payable processing.	Experience working in a central university office (or similarly complex organization) performing accounts payable, travel or disbursements work.

Equipment

Required	Preferred
Personal computer and standard office equipment.	Special equipment may be used in specific departments or sections.

Working Conditions

Usual	Special
Usual office conditions.	Occasional overtime may be required.

Supervision

Received	Given
Supervision from immediate supervisor. Specific direction on extremely complex assignments.	N /A

Accuracy

Proficiency in all duties performed.

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.

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 complied with.