POSITION SUMMARY: This position reports to the Controller and is responsible for performing, under general supervision, various accounts payable, travel, and accounting related duties as outlined below. This position further requires the incumbent to assume responsibility for modules in the PeopleSoft Shared Financial System. The incumbent must have a working knowledge of Microsoft Office Suite, email, and internet usage.

50%
A. Accounts Payable – Vendor Payments
   1. Open, sort, date stamp and record as necessary incoming accounts payable mail. Process and maintain “being paid” accounts payable files including online document storage.
   2. Pre-audit, under guidance of the University of Wisconsin Financial Administration Pre-Audit Manual, all University accounts payable transactions. Verify for propriety and accuracy the vendor code, department number, account code, original documentation, vendor tax status, discounts, and authorization. Contact as necessary vendor and/or University departmental representatives for clarification or additional information.
   3. Process payments using the PeopleSoft Financial System. Verify appropriate purchase orders and field orders are utilized for coding and approval.
   4. Verify checks and ACH payments are accurate including payees, addresses, and amounts. Mail payments daily.
   5. Answer inquiries, both internal and external. Resolve discrepancies or variations with regard to payments, invoices, purchase orders, or other correspondence.
   6. Serve as the institutional contact / liaison with UW System for accounts payable issues and inquiries. Attend UW System accounts payable training and conferences.

20%
B. Travel Expense Reimbursement (TER), Travel Advances, and Payment to Individual
   1. Apply UW System Travel Regulations (Financial and Administrative Policy Paper 36), Department of Administration travel regulations, and University of Wisconsin Financial Administration Pre-Audit Manual as they apply to travel expense reimbursements, travel advance requests, and payment to individual requests.
   2. Verify TER calculations and adjust as necessary. Notify claimant or department contact of adjustments. Verify signatures, completeness of documentation, and compliance with regulations.
   3. Administer Travel Advance requests. Process travel advances and reconcile travel advance log. Follow-up with outstanding travel advances issued at least monthly.
   4. Serve as the institutional contact / liaison with UW System for travel reimbursement and travel program issues and inquiries. Attend UW System travel training and conferences.
   5. Process payment to individual requests. Verify coding, signatures, and compliance with tax regulations. Clarify employee or independent contractor status when necessary.
   6. Serve as institutional contact person for Concur (Fox World Travel), the UW System electronic airfare booking system.
20%

C. Accounting responsibilities
   1. Run pay cycle daily.
   2. Process QuickBooks invoices to external customers. Enter payments into the system. Run aging reports, send past due notices, and report balances to University departments.
   3. Reconcile and upload daily cashier deposits.
   4. Process weekly transfer of daily deposits to the treasury (DREV).

10%

D. Other responsibilities
   1. Administer and reconcile contingent fund activity.
   2. Reconcile NBC Bank statement (Admissions).
   3. Assist with PeopleSoft SFS upgrades and patches.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles, State regulations, and University policies and procedures.
- Excellent verbal and written communication and interpersonal skills.
- Ability to deal with customers, vendors, staff, students, and the general public in a positive manner.
- Detail oriented with the ability to prioritize and organize tasks, ability to work well under pressure.

EDUCATION AND EXPERIENCE

- Minimum 2 year associate degree in accounting or business, or 2 years professional experience working in an accounts payable, accounting, or related position.