



UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

Accounts Payable Technician Office of Fiscal Services

Classification: Level 1 / Class Code 2210 / Non-Exempt / Full-Time / Benefited / Represented

Hiring Salary: Up to \$50,804 (commensurate with qualifications)

Posting Date: July 29, 2016

THE ROLE

The Accounts Payable Technician position assists in processing the College's disbursements and acts as system administrator or provides system administration support for several of the College's third party systems including Concur Expense and Invoice Management System, TRS, a time reporting system and PAN, a Payroll Authorization Notification system. Responsibilities include processing invoices in Colleague and Concur, processing disbursements, and training users as well as providing support to the Associate Director of Fiscal Services-Business Operations and the A/P Supervisor. Further, the incumbent is responsible for vendor management, maintaining custom programs and fields in Colleague, rolling out new features and functions to the UCH user community and serving as face of Accounts Payable to all clients. Strong interpersonal skills, a high level of professionalism and a passion for providing superior customer service are required. The position is also the system administrator liaison with Concur, PAN and TRS, responsible for reviewing and implementing software upgrades, monitoring interface programs transferring data and managing user security levels. Additionally, the AP Technician supports end users, maintains training guides, and rolls out new features and functions to the UCH user community.

RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

Accounts Payable Support

- Process a high volume of student financial aid refunds, adhering to strict timelines outlined by the Department of Education.
- Review and audit invoices and expenses for compliance with College policy and procedures, resolving issues in a timely manner and communicating discrepancies back to the end-user.
- Process disbursements, both ACH and paper checks.
- Prepare and send ACH disbursement files to the bank for payment.
- Research and respond timely to vendor inquiries regarding the payment of outstanding invoices.
- Research and respond timely to students and employees regarding the payment of various disbursement requests.
- Assist in processing vendor 1099 forms.

- File and scan disbursement documents.
- Assist with the year-end audit including preparing schedules and reports and retrieving documents for auditor review.
- Manage the outstanding voucher register and review regularly with the AP Supervisor and Associate Director of Fiscal Services-Business Operations.
- Reconcile vendor statements to determine outstanding invoices.
- Reconcile other liability accounts as assigned.
- Other duties as assigned.

Database Administration

- Setting up/maintaining and training new users, approvers, delegates, processors, (all the various roles).
- Process invoices and expenses in Concur as the AP Processor.
- Serve as backup to PAN (payroll) and TRS (Time Reporting System) databases.
- Process procurement card payments through Colleague as they are uploaded from Concur.
- Process disbursements for student organizations and act as the AP liaison with students.
- Maintaining the connected list fund/program.
- Maintaining the expense types.
- Maintaining system configuration.
- Running reports.
- Liaison with Database Support Systems PAN and TRS.
- Monitoring TRS interface programs with PPS and alerting appropriate staff when the interface is interrupted or fails.
- Maintaining training guides.
- Assisting users with the mobile app function in Expense.
- Vendor management, including students, faculty and staff.
- Maintaining custom programs and fields:
 - Personal expenses
 - Sales and use tax accrual
- Troubleshooting user errors and issues.
- Provisioning security of new users in Concur, PAN and TRS.
- Monitoring the SAE and PRAE in Concur to ensure it is executing properly on a daily basis.
- Rolling out new features and functions to the UCH user community.
- Ensuring compliance with UCH policies and procedures.
- Maintaining the UCH approval workflows.
- Responsible for reviewing monthly release notes/software upgrades with Concur and updating the user community for all new information for databases.
- Manage the PayIt! Chatter Group on Salesforce.
- Maintain the database information on the Fiscal website.
- Manage the database sales agreement and their renewal of services as needed.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Requires possession of a bachelor's degree with major course work in accounting. Knowledge and three (3) years of experience with Concur, an expense management software program or an equivalent program is required. Requires at least (4) years of experience with the full cycle accounts payable system including the use of purchase requests, encumbrances/purchase orders, proof of receipt, verification of invoices and cost center coding, compliance review, processing pre-paid transactions, and aging invoices for payment pursuant to vendor terms and conditions.
- Must be able to process a high volume of transactions accurately in a fast-paced environment and possess effective time management skills.

KNOWLEDGE, SKILLS & ABILITIES.

- Three (3) years of knowledge and experience with Concur software or other comparable expense reporting software is required. Preference for knowledge and experience with Ellucian's Colleague accounts payable and financial modules.
- Requires a comprehensive knowledge of generally accepted accounting principles & internal control systems. Strong customer service skills are required. Incumbent must have the ability to effectively assist students, staff and faculty throughout all levels of the organization. Requires the ability to effectively communicate, both orally and in writing; maintain effective working relationships with staff, faculty, students, & auditors; critically analyze complex work situations and arrive at conclusions consistent with existing policies. Must be detail oriented and complete tasks efficiently and on time. Must have the ability to work effectively and professionally in a shared work space.
- Must have advanced skills in Outlook, Excel, Word and PowerPoint. Must be able to enter data in a repetitive motion and accurately and efficiently enter data via a computer keyboard; operate a calculator.

BENEFITS

- Comprehensive medical, dental and vision insurance coverage
- Life Insurance
- University of California Retirement Plan (defined benefit)
- Disability Insurance
- Legal Insurance
- Generous vacation and sick leave
- Thirteen paid holidays per year
- Pre-tax Retirement Savings Programs
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses

THE HIRING PROCESS

To apply, send your resume and cover letter to fiscal@uchastings.edu.

Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

Please Note: *This position has been designated as "sensitive" and requires a pre-employment background check.***

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

UC Hastings College of the Law is an Equal Opportunity Employer