



# 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.

## Supervisor, Accounts Payable Office of Fiscal Services

**Classification:** Level 3 / Class Code 2240 / Exempt / Full-Time / Benefited

**Schedule:** 40 Hours/Week

**Hiring Salary Range:** Up to \$83,060 (commensurate with qualifications)

**Posting Date:** March 3, 2017

### THE ROLE

- Do you enjoy providing exceptional customer service in a complex organization?
- Do you have a strong working knowledge of the full accounts payable cycle, 1099 generation, general accounting practices, paper and electronic disbursements, generally accepted accounting principles, and internal controls?
- Do you like working in a fast-paced environment?
- Do you have strong time management skills?
- Do you consider yourself excellent at multi-tasking?
- Would you enjoy working with state of the art expense management and CRM software?

**If so, this is a FABULOUS Opportunity for You!**

The role of Accounts Payable Supervisor is important and visible. In this role, you will perform tasks in support of the Office of Fiscal Services. Under the general direction of the Associate Director of Fiscal Services-Business Operations, the Accounts Payable Supervisor directs and oversees the accounts payable function for the College and the UCH Foundation utilizing the College's legacy process and its new expense management software. This role includes ensuring all disbursements, including student financial aid funds, are made in compliance with College policies and procedures, including IRS and Department of Education rules. In addition to verifying College expenditures comply with College policies and are properly authorized and substantiated, the Supervisor ensures that all College disbursements are proper, made timely and properly authorized. The Supervisor oversees the release of funds both via paper checks and electronically. Other responsibilities include account reconciliations (i.e. travel advances), preparing and issuing 1099 tax forms, contract management, encumbrance/purchase order review and management of the College's procurement card program. The AP Supervisor plays a key role in College's year-end audit, preparing various audit schedules and reports.

### RESPONSIBILITIES

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

- Supervises, manages and directs the accounts payable and disbursement function. This includes reviewing and analyzing all payment requests and invoices to ensure they are proper, adequately substantiated and paid in compliance with College policies and procedures. This review includes periodically ensuring budget authorization and cash availability is adequate.
- Managing disbursements to maximize the College's cash flow.
- Prepare electronic disbursement files and paper checks.
- Supervises and performs monthly account reconciliations as assigned, clearing reconciling items.
- Monitors outstanding prepaid expenses and travel advances, ensuring proper documentation is received to substantiate the expense.
- Supervises the compilation and distribution of 1099 miscellaneous forms and the filing of the forms with IRS.
- Supervises the compilation and reporting of disbursement data for the positive pay program for the general checking account.
- Provides superior customer service in advising vendors, department heads, directors, budget managers and others on all matters related to disbursements and invoice and payment requests.
- Manages the College's vendor database, ensuring vendor data is accurate and updated.
- Hires, trains, counsels, directs and evaluates staff in the performance of various fiscal and accounting duties. This also includes responsibility for employee training, development, coaching and discipline.
- Recommends and proposes disbursement policies, internal control procedures and the improvement of the delivery of services within Accounts Payable and Fiscal Services.
- Develops and submits information to be published on the Fiscal Services web page for Accounts Payable related information including forms, SOPs and current practices.
- Administrator for the expense management software system.
- Carries out internal auditing of various accounting activities.
- Member of the College's audit team and assists in preparing schedules, reports and other documents as required by the auditors. Analyzes general ledger balances and assembles transaction documents for outside auditors.
- Maintains and regularly updates desk manual.
- Formulates reports using both manual and computerized applications.
- Performs related duties as required.

## **REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- Requires possession of a bachelor's degree with major course work in accounting, at least four (4) years of professional accounts payable experience including experience with an expense management software (i.e., Concur).
- Any equivalent combination of training and experience which results in the possession of the knowledge, skills and abilities identified above.
- Two (2) years of supervisory experience is also required.
- A certification from an accounts payable association is preferred.

### **KNOWLEDGE, SKILLS & ABILITIES.**

- Requires a comprehensive knowledge of generally accepted accounting principles and procedures, particularly as applied to governmental accounting; supervisory theory and practices and knowledge in local, state and federal regulations with regard to accounts payable.
- Must have an understanding of IRS rules related to the classification of individuals as employees and contractors, accountable plan rules and rules related to the issuance of various 1099 forms.

- Must be able to process a high volume of transactions accurately in a fast-paced environment and possess effective time management skills.
- Requires the ability to efficiently organize and direct the processing of a large volume of transactions; effectively supervise employees; communicate effectively orally and in writing; maintain effective working relationships. Must be able to problem solve, exercise judgement, work independently and in a team.
- Other skills required include: operation of a calculator, personal computer; a high level of proficiency in using, integrated accounting (ERP) software and expense management (i.e. Concur) programs; Microsoft Office suite including Microsoft Outlook, Word, Excel and Power Point.

## 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](mailto:fiscal@uchastings.edu).

**Current applicants need not reapply.**

**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*