



UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

Accounts Payable Supervisor 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: August 4, 2017

THE ROLE

- 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?
- Do you enjoy providing exceptional customer service in a complex organization?

If so, this is a FABULOUS Opportunity for You!

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.

RESPONSIBILITIES

Typical duties and responsibilities of the Accounts Payable Supervisor consist of, but are not limited to, the following tasks:

- Supervises the accounts payable and disbursement function. This includes reviewing and analyzing all payment requests and invoices to ensure they are adequately substantiated and paid in compliance with College policies and procedures.
- 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.
- Oversees the compilation and distribution of 1099 miscellaneous forms and the filing of the forms with IRS and disbursement data.
- 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.
- Administrator for the expense management software system.
- Hires, trains, counsels, directs and evaluates staff in the performance of various fiscal and accounting duties.
- Recommends internal control procedures and the improvement of the delivery of services within Accounts Payable and Fiscal Services. Develops and submits SOPs and current practices.
- 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.
- Performs related duties as required.

REQUIREMENTS

EDUCATION AND EXPERIENCE

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

KNOWLEDGE, SKILLS & ABILITIES.

- The incumbent must have a comprehensive knowledge of generally accepted accounting principles and procedures, an understanding of IRS rules related to the classification of individuals as employees and contractors, and knowledge 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, and maintain effective working relationships.
- Must be able to problem solve, exercise judgement, work independently and in a team.
- Other required skills include: A high level of proficiency in Microsoft Office suite including Outlook, Word, and Excel; proficiency in using integrated accounting (ERP) software and expense management (i.e. Concur) programs.

Who are we?

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.

BENEFITS

Health and Welfare Benefits

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

For your Financial Future

- Life Insurance
- Disability Insurance
- Legal Insurance
- University of California Retirement Plan (defined benefit)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

For your Work/Life Balance

- Fourteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

THE HIRING PROCESS

APPLY ONLY IF YOU HAVE FULL CYCLE ACCOUNTS PAYABLE AND SUPERVISORY EXPERIENCE

If you meet our required qualifications please send your resume and cover letter to fiscal@uchastings.edu.

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