UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF
ACCOUNTS PAYABLE/TRAVEL SUPERVISOR

About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California; the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities' air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #8 ranking among the nation for most diverse universities (US News and World Report 2012-13). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life.

UCR is ranked 46th among top public universities (US News and World Report 2012-13) and is an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.

About Business and Financial Services:
The Business and Financial Services division provides prompt and reliable accounting and payroll services, ensures accurate financial information and reporting, and complies with applicable laws, regulations, policies and procedures. In support of our mission, we promote and improve the effectiveness and efficiency of our operation by working closely with the campus community and Computing & Communications to improve applications and reporting tools through participation in various workgroups and committees; developing and participating in training/workshops to disseminate information on our applications, tools, policies and procedures; leveraging technology to ensure financial information is readily accessible and available; and contributing to the control environment through interactions with the campus community.

Essential Functions:
Under the general direction of the Director of Procurement, Accounts Payable, Travel, & Business Contracts, the incumbent is responsible for supervising the daily operations of the Accounts Payable section (6 FTE) and the Travel section (2 FTE) in the UCR Accounting Office. The accounts payable unit is responsible for processing all non-payroll voucher payments for the University including travel, purchase orders, lease and other agreements, sub-contracts, entertainment and other direct charges. This function requires supervising seven staff positions in the day-to-day operations of the section and performing the highest level accounts payable activities. Responsible for participating in the development of policy, procedures and system enhancements related to accounts payable. Responsible for developing and conducting campus-wide training courses related to accounts payable and travel processes. The incumbent is an active participant in the Accounting Office management team in planning future activities and incorporating the latest technology available to increase the efficiency and effectiveness of the operation.

Key Responsibilities Include:
- Ensures the accuracy, control and reporting of financial data. Ensures adherence to cash and payment handling policies and procedures.
- Supervises and directs the work of a section/department of professional financial services employees who are primarily involved in performing analytical functions, with responsibility for quantity and quality of work.
- Recommends and performs hiring of new employees, transfers, promotions, salary actions, terminations, performance management and budget recommendations.
- Monitors progress of work of the unit to achieve short and long range objectives established by departmental leadership.
- Interacts with all levels in unit with peer level supervisors in other parts of the organization.
- Participates in the development and monitoring of policies and procedures for financial data management.
- May supervise the maintenance of one or more accounting/financial systems.
- Provides technical and supervisory guidance to staff and monitors customer service levels for the unit to various constituencies.
- Meets all government reporting and auditing requirements for related financial activities.
- Ensures that the appropriate internal controls are addressed, maintained and strengthened to protect University resources.
- Participate in the development, enhancement, and presentment of campus training on purchasing and accounts payables; and users group meetings related to travel and other disbursements.
- Responsible for ensuring appropriate assessment of sales and use tax. Includes training staff on policy and procedures; monthly preparation and review of sales/use tax query; and prompt resolution of discrepancies. Requires a thorough understanding of State Tax regulations.
- Directly responsible for serving as a functional A/P business rules expert working with technical staff and end users. Responsible for timely monthly reconciliation of Accounts Payable balance sheet accounts. Responsible for timely monthly reconciliation of travel and other accounts payable related balance sheets accounts; preparation of necessary journal entries in accordance with GAAP.
Key Responsibilities Include Continued:

- Fiscal year end closing processes, including identify and prepare necessary year-end accrual journal entries requiring coordination with various individuals by funding source; complete fiscal year end closing steps on leases.
- Represent UCR at all system-wide Disbursement and Travel meetings. Participate in campus workgroup to develop process improvements and systems enhancements in the accounts payable area. Assist external agencies with inquiries and other data as required.
- Other duties as assigned.

Minimum Requirements:

- Bachelor's degree in related area and/or equivalent experience/training.
- Ability to manage changing priorities, and manage staff time and efforts accordingly.
- Thorough knowledge and understanding of internal control practices and their impact on protecting University resources.
- Strong interpersonal skills, service orientation, ability to multi-task effectively in a varied, high volume environment, judgment and decision-making, reasoning, ability to develop original ideas to solve problems, and effective verbal and written communication skills.
- Advanced knowledge of financial transactions and financial systems, as well as related policy, accounting and regulatory compliance requirements.
- Proficiency in use of spreadsheet and database software.
- Minimum of six years of recent, progressively responsible accounting related and supervisory experience.
- Experience formulating accounting policies and procedures.
- Substantial recent expert-level experience with large scale, complex automated financial systems, analyzing complex account variances, preparing journal entries, and analyzing statements/ledgers.
- Successful experience with the full scope of supervision: recruiting, hiring, training, developing, supervising, and evaluating the performance of a diverse staff.
- Skill in prioritizing, planning and organizing work assignments.
- Working knowledge of and experience with interpreting and applying Generally Accepted Accounting Principles. Knowledge of the applicable federal and state regulations governing areas related to the responsibilities of the job.
- Demonstrated skill querying, analyzing and forecasting financial data effectively and efficiently using PC based tools and on-line systems; and utilizing financial tools to improve processes.
- Skill in analyzing information, problems, situations, practices, or procedures to identify relevant concerns, identify patterns or tendencies, formulate logical and objective conclusions.
- Skill in working as part of a team and collaborating with colleagues.
- Experience developing and delivering accounting and financial training for non-accountants.

Preferred Qualifications:

- Master's degree in business administration or other related field.
- Knowledge of human resources policies and procedures.
- Knowledge of the applicable UC policies and procedures governing areas related to the responsibilities of the job.
- Demonstrated experience with UCR Financial System (UCRFS) and/or Peoplesoft.
- Work experience in a higher education (or similar environment) including fund accounting principles.
- Demonstrated experience with UCRFSTotals, Payroll Personnel System (PPS), and Deposit Advice System.

Conditions of Employment:

This is a full-time, career position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. Travel and travel outside of normal business hours may be required. Vacations not approved from mid-June through mid-July, due to intense fiscal year end close. The budgeted annual starting salary range for this position is $64,400- $95,600. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

Benefits of Belonging:

We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

Application Instructions:

To apply for this position, please click the HR JOBS link at the bottom of this page if you are viewing this flier on the UCR Business and Administrative Services website. You may also apply for this position by visiting our UCR Jobs website http://jobs.ucr.edu and selecting the browse jobs link. The Accounts Payable/Travel Supervisor position number is 201510280343. Filing Date: Open until filled.