

# Accounts Payable Analyst (Administrative Analyst/Specialist - Non-Exempt)

PD No.:PD-7635

## POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

## POSITION INFORMATION

<b>Type of Action Requested:*</b>	Replacement
<b>Internal Team:*</b>	FL-Accounts Payable - 10006
<b>Job Code/Employee Classification:*</b>	Admin Analyst/Spclst 12 Mo <u>Job Code: <b>1038</b></u>
<b>Classification Title:</b>	Admin Analyst/Spclst 12 Mo
<b>MPP Job Code:</b>	N/A
<b>Position Number:</b>	Admin Analyst/Spclst 12 Mo <u><b>Position no: FL-10005819</b></u>
<b>CSU Working Title:*</b>	Accounts Payable Analyst (Administrative Analyst/Specialist - Non-Exempt)
<b>Salary Range/Grade:</b>	1038-NON-EXEMPT-Grade-1 Minimum: \$ 3,694.00 Maximum: \$ 7,131.00 Pay Frequency:
<b>Reports to Supervisor:</b>	Alberto Contreras
<b>Reports To:*</b>	Director, Accounts Payable & Travel <u><b>Position no: FL-10004815</b></u>
<b>Campus:*</b>	Fullerton
<b>Division:*</b>	VP, Administration & Finance
<b>College/Program:*</b>	AVP of Financial Services
<b>Department:*</b>	Accounts Payable - 10006
<b>FLSA Status:</b>	Non-Exempt
<b>Hiring Type:</b>	Probationary
<b>Workplace Type (Exclude Inst Fac):</b>	On-site (work in-person at business location)
<b>Pay Plan:</b>	12 Months
<b>Pay Plan Months Off:</b>	N/A

## POSITION DESIGNATION

<b>Mandated Reporter:*</b>	Not mandated
<b>Conflict of Interest:*</b>	None
<b>NCAA:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Is this a Sensitive Position?:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Care of People (including minors) Animals and Property:</b>	No

- Authority to commit financial resources:** No
- Access/control over cash cards and expenditure:** Yes
- Access/possession of master/sub-master keys:** No
- Access to controlled or hazardous substances:** No
- Access/responsibility to personal info:** Yes
- Control over Campus business processes:** No
- Responsibilities requiring license or other:** No
- Responsibility for use of commercial equipment:** No
- Is this a Campus Security Authority (CSA):**  Yes  No
- Serves a security function:** No
- Designated recipient for crime/misconduct reports:** No
- Significant responsibility for Student Activities:** No
- Significant responsibility for Campus Activities:** No

**Job Summary/Basic Function:\***

Under the direction of the Director of Accounts Payable and Travel, the Administrative Analyst/Specialist – Non-Exempt is responsible for various accounts payable and travel processing functions for the University. Provides technical support and customer service to the entire campus community, and coordinates official University approved payments. Communicates, interprets, and applies federal, state, CSU and CSUF policies and procedures. Duties include analytical and technical responsibilities in the processing of accounts payable, travel, and check run process. This position requires handling multiple work priorities under general supervision, using independent and sound judgment that is of limited to moderate complexity in nature. The Administrative Analyst/Specialist-Non-Exempt must have working knowledge and understanding of CSU policies, regulations and compliance to successfully perform the job, and address general inquiries. The output of work is accountability, consistency, and ability to make independent decisions and exercise sound judgment. Provides backup support when staff is out of the office and ongoing support during the month-end and year-end close processes. Interfaces with the appropriate CSUF departments, employees and vendors to address and problem-solve open issues. As a member of the Accounts Payable team, supports efforts in promoting an inclusive environment of teamwork and will contribute towards ensuring diversity, equity, and inclusion are incorporated in department operations, programs, and services. Will represent Accounts Payable by providing excellent customer service to supporting the needs of the campus community. Other duties as assigned.

**Minimum Qualifications:\***

Bachelor's degree from an accredited four-year college or University and/or the equivalent training and administrative work experience involving the study, analysis, evaluation, development or improvement of administrative policies, procedures, practices or programs. Working knowledge of the general practices, program or administrative specialty. Basic knowledge of and the ability to apply fundamental concepts. Working knowledge of budget policies and procedures. Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the applicable program, organizational unit or administrative specialty. Knowledge of and the ability to apply basic methods and procedures used for research and statistical analysis. Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques. Ability to make independent decisions, exercise sound judgment, handle multiple priorities, and organize and plan work assignments. Ability to compile, write, and present reports related to program or administrative specialty. Demonstrated ability to establish and maintain cooperative working relationships.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**Required Qualifications:**

**Preferred Qualifications:**

Technical abilities to effectively use an integrated ERP Finance system such as PeopleSoft. Familiarity with PeopleSoft AP-PO module and data warehouse queries. Effective use of the Internet/Intranet and business software applications such as Microsoft Word, Excel, and Outlook. Previous experience working in accounts payable department. Experience using Concur. General knowledge of financial record-keeping, mathematical and general office methods, procedures, and practices. Ability to review financial documents for accuracy, completeness, validity, and adherence to standards. Ability to compute and post numbers rapidly and accurately.

Ability to maintain files and records; identify, trace, and correct errors. Ability to follow directions; interpret and apply written rules and regulations. Ability to establish and maintain effective working relationships with others.

Ability to exercise tact, courtesy, alertness, and good judgment in responding to others. Ability to use current computer word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems, such as student accounting, cashiering and student financial aid.

**Special Conditions:**

N/A

**License / Certification:**

CA Driver License

Live Scan required

**Supervises Employees:\*** Yes  No

If position supervises other employees; list position titles:

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**Job Duties**


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**JOB DUTIES**

<b>% of time</b>	<b>Duties / Responsibilities</b>	<b>Essential / Marginal</b>
40	<p>Department Operational Lead</p> <p>Responsible for day-to-day accounts payable and travel processing functions. Provide technical support to the entire campus community and coordinate official University approved payments. Responsible for analytical and technical duties in the processing of accounts payable, travel, and check run process.</p>	Essential
35	<p>Problem Resolution and Troubleshooting Lead</p> <p>Analyze and resolve issues with payees related to invoices, travel, or payment issues in a timely manner. Research and resolve check reconciliation issues with internal and external sources as appropriate. Communicates, interprets, and applies federal, state, CSU and CSUF policies and procedures to internal and external customers.</p>	Essential
20	<p>Operational Documentation and Best Practice Lead</p> <p>Lead in maintaining and creating the documentation of best practice procedures including effectively documenting accounts payable and travel-related technical procedures while handling daily administrative issues as they arise in accounts payable and travel operations.</p>	Essential
5	Other duties as assigned	Essential

**SELECTION CRITERIA**

 There are no items to show

**Physical Mental and Environmental Demands**

**\*\* Physical Mental and Environmental Requirements Must be Completed for all Positions \*\***

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

**Physical and Mental Requirements**

<b>Bending:</b>	Occasionally
<b>Climbing:</b>	Never
<b>Concentrating:</b>	Constantly - Essential
<b>Crawling:</b>	Never
<b>Decision Making:</b>	Frequently - Essential
<b>Keyboarding and Mousing:</b>	Constantly - Essential
<b>Lifting or Carrying up to 10 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 25 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 50 lbs.:</b>	Occasionally
<b>Lifting or Carrying over 50 lbs.:</b>	Never
<b>Performing Calculations:</b>	Frequently - Essential
<b>Pushing or Pulling:</b>	Occasionally
<b>Reaching Overhead:</b>	Occasionally
<b>Repetitive Motion of Upper Extremities:</b>	Frequently
<b>Sitting:</b>	Constantly
<b>Standing:</b>	Occasionally
<b>Stooping Kneeling or Squatting:</b>	Occasionally
<b>Walking:</b>	Occasionally

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Physical & Mental Requirement No. 1**

**Description:**

**Other Physical and Mental Req No.1 Frequency:**

**Other Physical & Mental Requirement No. 2**

**Description:**

**Other Physical and Mental Req No.2 Frequency:**

**Other Physical & Mental Requirement No. 3**

**Description:**

**Other Physical and Mental Req No.3 Frequency:**

**Other Physical & Mental Requirements:**

**Environmental Requirements**

**Drive motorized equipment:** Occasionally - Essential

<b>Excessive Noise:</b>	Occasionally
<b>Hazards:</b>	Never
<b>Outdoor:</b>	Occasionally
<b>Elevated Work:</b>	Never
<b>Extreme Temperature (hot or cold):</b>	Never
<b>Indoor (Typical office environment):</b>	Constantly - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Environmental Requirement No. 1**

**Description:**

**Other Environmental Req No.1 Frequency:**

**Other Environmental Requirement No. 2**

**Description:**

**Other Environmental Req No.2 Frequency:**

**Other Environmental Requirement No. 3**

**Description:**

**Other Environmental Req No.3 Frequency:**

**Other Environmental Requirements:**

## POSTING DETAILS

**Advertising Summary:**

The Division of Administration and Finance serves as the backbone of the CSUF campus, managing a wide array of operations from maintaining and enhancing University buildings and grounds to providing important business support services. Campus beautification, classroom improvements, and technological advancements, continue to be a priority as we enhance the learning environment and facilities. It is the mission of the Division to provide customer-focused administrative support and steward our physical and financial resources in order to fulfill the University's mission and support student success. Partnership with our diverse campus community and its many stakeholders are important in helping our operations provide excellent customer service and results. We are seeking an exceptional individual to join our Accounts Payable team as the Administrative Analyst/Specialist - Non-Exempt. The ideal candidate in this role should have a positive attitude and an active, energetic mind that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.

Advertisement text:

HRDI

## USERS AND APPROVALS

**Justification for Position:**

This position is being posted due to vacancy from current incumbent Joseph Vu, who is assuming the position of Concur Lead on 6/17/24.

**Hiring Administrator:\***

Alberto Contreras

**Email address: [albertocontreras@fullerton.edu](mailto:albertocontreras@fullerton.edu)**

**Approval process:\***

FL - PD Approval (Staff/MPP) - Dept Head

1. MPP Supervisor:	Alberto Contreras ✓ Approved Jun 13, 2024
2. Department Head/Associate Dean:	Michael Au-yeung ✓ Approved Jun 13, 2024
3. HR Classifier:	Tammy Dietzel ✓ Approved Jun 24, 2024
4. Appropriate Administrator/Dean:	Christine L. Muriel ✓ Approved Jun 26, 2024
5. Position Management:	FL-HRDI PM ✓ Approved Jun 26, 2024

**HR/Faculty Affairs Representative:\***

FL-HRDI Classifier

**Email address: [hrrecruitment@fullerton.edu](mailto:hrrecruitment@fullerton.edu)**