

MPP / Staff Position Description

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| **HUMAN RESOURCES USE ONLY** | |
| **Conflict of Interest (COI) Designated:**  Yes  No  **Mandated Reporter:**  Limited  General  N/A  **Review Date:** | ***MPP Positions Only***  **MPP Job Code:**  **Job Family:**  **Job Function:**  **Job Category:** |

**Mandated Reporter Per CANRA**   **YES**   **NO**

The person holding this position is considered a ‘mandated reporter,’ under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**Please Note**: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

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| **Please check one:** | New Position | Existing Position Update |

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| --- | --- |
| **Date:** | 8/15/2024 |
| **Department & Division:** | Procure-to-Pay |
| **Employee Name**  *(leave blank if vacant)***:** |  |
| **Current Classification & Grade:** | Administrator I |
| **FLSA Status:**  *(exempt or non-exempt)* | Exempt |
| **Working Title:** | Manager of Accounts Payable |
| **Position Number & Job Code:** | 10001358 |
| **Working Title & Position Number of HEERA Designated Appropriate Administrator:** | Joshua Uhlich, Director of Procure-to-Pay,  10001484, Administrator III |

**I. FUNCTION OF THE EMPLOYING UNIT:**

*State the basic purpose of the Department/Unit in one brief paragraph. Include the division’s DEI statement here.*

Financial Operations is responsible for the financial and budgetary controls and procedures of San

Diego State University (the University) and is directly responsible to the Vice President for

Business and Financial Affairs. The Associate Vice President for Financial Operations has

responsibility for Budget and Finance, Procure-to-Pay, Audit and Continuous Improvement,

Shared Services, and the University Controller’s Office, which includes Accounting Services,

Financial Reporting, Financial Systems Management and Analysis, and the University Bursar’s Office.

The Procure-to-Pay (P2P) department is responsible for delivering end to end procure to pay services and solutions, including leading continuous improvement initiatives in collaboration with the department of Shared Services. Responsibilities include a wide range of contract and procurement management and accounts payable functions. Under the direct supervision of the Director, the P2P department endeavors to be an organization of highly trained procurement and payables professionals dedicated to delivering value-added, proactive, and solution-oriented service that consistently exceeds customer expectations. We celebrate diverse backgrounds and perspectives and understand representation is essential to our success. We aim to offer opportunities for advancement and foster an inclusive environment so all are valued and empowered to thrive. The P2P Team consists of a Director, Associate Director, Contract Administration Managers, Accounts Payable Manager, Campus Care Team Lead, Administrative Support Coordinator, Campus Care Specialist, Supplier Maintenance Technician, 9 Buyers and 7 Accounting Technicians.

**II. PURPOSE OF POSITION**:

*State the basic purpose of the position in one to three specific statements.*

The Manager of Accounts Payable is responsible for managing the day-to-day operations of the University’s accounts payable function. In addition to managing the process over vendor payments, the Manager of Accounts Payable also has primary oversight over the Concur travel platform, the University’s travel (ATC), and procurement credit card (PCC) programs. Included in these objectives is the requirement to independently prioritize work within the department and establish goals to meet its mission.

The Manager of Accounts Payable is responsible for ensuring that all distributions are made in accordance with applicable laws, regulations, and policies as set forth by the California State Controller’s Office, the California State University System’s Chancellor’s Office, and the University. The incumbent is expected to own all of the relevant University policies and procedures related to its disbursements and compliance with such policies and procedures. The Manager of Accounts Payable must balance compliance with policy with customer service, as this position is a key contact for campus departments.

The person holding this position is considered a `mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**III. CHANGES IN RESPONSIBILITIES**

There are no changes in the responsibilities of the position.

**IV. MAJOR RESPONSIBILITIES**:

*Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.*

| **Description of Responsibilities:** | **(%) Percent of Time** |
| --- | --- |
| * Day-to-day management of the accounts payable work process. Within this responsibility, the Manager of Accounts Payable guides and facilitates the work of all staff, assesses and prioritizes projects and workloads, and reviews work performed. This includes managing the workflow of invoice processing, the Concur travel platform, the University’s travel ATC and PCC programs, and working with campus users on other initiatives, including SSF projects, customer service and compliance with policy. Establishes and implements short and long range goals, objectives, strategic plans, policies and operating procedures. Monitors and evaluates programmatic and operational effectiveness via key performance indicators, and effects changes required for improvement. Recommends and participates in the development of university policies and procedures. | 40% |
| * Resolve issues related to complex transactions. The Manager of Accounts Payable will provide advice and guidance to staff involving payment dispute resolution, incomplete or incorrect invoices, and maintenance of process documents. The Manager of Accounts Payable will also work with vendors and key employees on campus, as deemed necessary, to resolve complex disbursement problems. | 20% |
| * Staff recruitment and development. The Manager of Accounts Payable will lead recruitments for new staff and student employees when position openings are available. The Manager of Accounts Payable will provide initial training to new hires and performance evaluations for existing employees. There is an expectation that the Manager of Accounts Payable will work diligently to develop staff and provided periodic feedback and opportunities to build the staff’s skills. | 10% |
| * The Manager of Accounts Payable owns the AP subledger and other systems used in the processing of vendor disbursements, travel, ATC, and PCC. Each month, the Manager of Accounts Payable ensures the AP subledger properly closes to the general ledger. In addition, the Manager of Accounts Payable serves as the team leader for upgrades, enhancements, and modifications to the ERP system which involve the AP subledger or any other system used in the processing of disbursements such as travel or PCC modules. | 10% |
| * Participate and lead process improvement opportunities for the procure-to-pay process. | 10% |
| * Other duties as assigned by the Director, Procure to Pay. | 10% |
| **Total**  **=100%** | 100  100% |

**V. LEAD WORK DIRECTION OVER OTHERS**:

*List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).*

|  |  |  |
| --- | --- | --- |
| **Classification** | **Working Title** | **Type of work direction**  **(Direct or General)** |
| Accounting Technician III (Lead) | Accounting Technician III (Lead) | Direct |
| Accounting Technician II | Accounting Technician II | Direct |
| Accounting Technician II | Accounting Technician II | Direct |
| Accounting Technician II | Accounting Technician II | Direct |
| Accounting Technician III (Lead) | Accounting Technician III (Lead) | Direct |
| Accounting Technician II | Accounting Technician II | Direct |
| Accounting Technician II | Accounting Technician II | Direct |

Type of supervision received by this position (check one):

Greatest amount of supervision; methods of performing tasks are well established; assistance

readily available if a problem occurs.

Definite work objectives are set by the supervisor; the methods of performing tasks are frequently

left to the judgment of the employee with a supervisor giving occasional instruction or advice on

decisions.

Has responsibility for planning and organizing the methods and details for accomplishment;

determines priorities; selects methodology from various approaches; recommends actions that may

impact the work of others.

Responsibilities are defined by the scope of the function; responsible for formulating operational

Policy for a separate, comprehensive and diversified program; implements programs.

**VI.** **POSITION REQUIREMENTS**:

1. *List education and years of experience required that are based on the classification standards.*

Equivalent to graduation from a four-year college or university with a degree in finance, accounting or a related field which may include education and/or experience. Five plus years of progressively responsible accounts payable or related work experience. Two plus years of experience providing lead direction or supervision of a diverse staff.

*B. Skills, knowledge, and abilities required for this position that are based on the classification standards*

Comprehensive knowledge of state and federal laws and regulations impacting the accounts payable function. This knowledge should include, but not be limited to, California sales and use tax laws, federal reimbursement limitations for travel, and 1099 reporting requirements.

*C. Specialized skills required for this position.*

Comprehensive knowledge of financial record-keeping methods and a working knowledge of generally accepted account principles (GAAP). In-depth knowledge of a major ERP system and how the accounts payable subledger and other functionality such as travel and PCC modules operate in such a system.

*D. License and Certification Required (I.e., Driver’s License and Grade, Certification, etc.)*

Accounts Payable Manager (APM) certification upon hire or completion within 6 month of employment.

**VII.** **PREFERRED QUALIFICATIONS**:

Experience working in the accounting or auditing functions. Experience working with the Oracle eBusiness Suite financials and Concur travel. Experience working in a large higher education and/or public sector organization.

**VIII. SIGNATURES:**

*The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)*

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|  |  |  |
| Incumbent’s Signature/Acknowledgment |  | Date |
|  | | |
|  |  |  |
| Appropriate Administrator Signature |  | Date |
|  | | |
|  |  |  |
| Classification & Compensation Services |  | Date |

# Attachment A

Complete for all positions

**To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.**

**Physical Summary:** Choose one description out of the categories below that best describes this position.

**Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

**Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

**Medium Work:** Job **i**nvolves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

**Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent’s time will be spent walking, standing, squatting, kneeling, or climbing.

**Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.**

“C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

“O” = occasionally or up to 3 hours per day “N” = never

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| --- | --- | --- | --- |
| **Physical Requirements of the Position** | | **Mental Requirements of the Position** | |
| N | Bending (neck) | C | Reading & Comprehending |
| N | Bending (waist) | F | Writing |
| N | Climbing | C | Performing Calculations |
| N | Crawling | C | Communicating Orally |
| N | Kneeling | C | Reasoning & Analyzing |
| O | Pushing/Pulling | C | Decision Making |
| C | Sitting | C | Directing/Coordinating Others: |
| N | Squatting |  | Other: |
| O | Standing | **Environmental Working Conditions** | |
| N | Twisting (neck) | N | Exposure to variations in temperature/humidity |
| N | Twisting (waist) | N | Exposure to chemicals, gases, dust or fumes |
| O | Walking | N | Operates machinery or drives motorized equipment |
| O | Handling Objects | N | Exposure to bio-hazards |
| F | Manual dexterity | C | Working in normal office environment |
| O | Reach above/below shoulder | N | Working outside with various weather conditions |
| N | Using foot controls | N | Uses specialized equipment |
|  | Other: |  | Other: |

# Attachment B

Complete for all positions

***Sensitive Position:*** *For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the* [*CSU Background Check Policy*](https://sdsuedu.sharepoint.com/sites/BFA/HR/employment/Pages/CSU-Background-Check-Policy.aspx).

|  |  |  |
| --- | --- | --- |
| *Consideration for designation as a sensitive position per HR Technical Letter 2017-17* | | |
| 1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property? | Yes  No | Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a). |
| 1. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive? | Yes  No | Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN’s, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages. |
| 1. Does this position have access to student records? | Yes  No | FERPA (Access to student education records) |
| 1. Is the position responding for recording/reporting Clery Data? | Yes  No | Clery Act Basics |
| 1. Does the position have access to protected health information? | Yes  No | HIPAA |
| 1. Will this position be an active/participating member of the SDSU Emergency Operations Team? | Yes  No | EOC Member |
| 1. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death? | Yes  No | Motor Vehicle Records/Licensing Check is required. CA Defensive Driver |
| 1. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development? | Yes  No | COI CAT 1 |
| 1. Does the position influence or make decisions regarding the purchase of goods, service or construction work? **Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.** | Yes  No | COI CAT 2 |
| 1. Does the position influence or make decisions regarding the investment of **SDSU/CSU** funds. | Yes  No | COI CAT 5 |
| 1. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus? | Yes  No | COI CAT 6 |

# Attachment C

Complete for **MPP Positions Only**

**Mental Effort:**

*Enter frequency of occurrence for all applicable activities using the following key:*

**1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs**

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| **Planning** | | **Staffing** | |
| 2 | Forecast | 4 | Define Roles |
| 3 | Set Program Goals | 3 | Give Input to Position Descriptions |
| 2 | Determine Budget Allocations | 4 | Determine Selection Criteria |
| 3 | Establish, Implement, Revise Policies | 4 | Recruit/Interview/Select |
|  |  | 4 | Orient Staff |
| **Organization** | | **Employee Relations** | |
| 2 | Describe Relationships Between Functions | 1 | Initiate Corrective Action |
| 2 | Define Department/Divisional Structure | 1 | Authorize Formal Discipline |
| 5 | Establish Priorities to Meet Goals | 1 | Administer Collective Bargaining Agreements |
| 5 | Schedule Work for Employees | 1 | Prepares/Investigates Grievance Awards and Complaints |
| 4 | Implement procedures | 1 | Formulates/Represents University Position for Formal Grievances/Complaints |
| 5 | Determine work methods |  |  |
| 5 | Balance multiple tasks/projects |  |  |
| **Direction/Leadership/Supervision** | | **Performance Evaluations** | |
| 4 | Educate | 3 | Determine Performance Standards |
| 5 | Delegate | 3 | Authorize/Approve Awards |
| 4 | Coordinate | 5 | Prepare Performance Evaluations |
| 4 | Coach/Train/Develop | 5 | Observe/Follow-Up on a Daily Basis |
| 3 | Recommend Formal Training | 5 | Correct Work/Behavior Problems |
| 5 | Motivate |  |  |
| 4 | Instruct/Demonstrate |  |  |
| 4 | Schedule Staff/Readjust Schedule |  |  |
| **Other** | |
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**MPP Job Code:**

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# Attachment D

Department Organization Chart

**Instruction:** Please insert an image of your department’s organization chart and highlight where this Position Description falls within the chart.



