

# Director of Disbursements and Travel Services

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## Title Details

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### Title Information

**Classification** Director of Disbursements and Travel Services

**Grade** NC

**Working Title**

**FLSA Status** Exempt

**Position Class Code** 1M170

**Full Time Part Time** Full Time

**Educational and Experience Requirement** Bachelor's degree in accounting, business or related field with seven years directly related experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position** Direct the accounts payable and travel services operations of the university.

**Primary Responsibilities** Schedules, supervises, and evaluates work of assigned employees. Serves as a focal point for decisions affecting hiring, separations, performance management, salary increases, disciplinary actions, and or budget management. Acts as a university representative in disbursement interfaces with state offices, other universities, and software user groups. Serves as a departmental contact to management within the university. Originates university payables and travel policies and procedures. Acts as a university reference source for interpretation of new regulations, laws, and procedures. Plans and conducts training sessions for employees. Reviews the control and quality measures in place for payment processes. Analyzes extraordinary accounting situations to determine the appropriate accounting solutions. Ensures payable activities, both automated and manual, are recorded correctly into the university's financial reporting system. Ensures entries interface accurately with the overall accounting structure. Plans long and/or short range objectives for the accounts payable and travel services departments. Analyzes, evaluates, designs and implements automated payment processing systems and enhancements. Reconciles state interfaces, liability, and accrual accounting for accounts payable and travel accounts. Performs other related duties as assigned.

**Other Specifications** Requires a broad knowledge of principles and practices within a professional field. Must remain current on technology and topics related to the job duties; occasional studying and training is required. Extensive research involving obtaining information through the coordination of numerous different areas of expertise is necessary; resources from outside the university are typically involved. Concerns and/or situations analyzed in this position are extremely complex and often unprecedented. Consultation with supervisor/manager is utilized when clarification of policies is needed. Audits complex travel

documents and vouchers for accuracy and compliance; contacts departments when needed. Reviews various Banner reports and conducts research as necessary. Interprets state, federal and local regulations. This position may be designated as a Campus Security Authority (CSA).

**Supervision Given and Received**

Reports directly to and receives minimum direction from the University Controller. Supervises professional staff as assigned. Scope of responsibilities can range from a large functional department to a smaller, diverse area

**Hours per week****Work schedule****Pass Message**

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

**Fail Message**

Thank you for your interest in this position. Based on your responses to supplemental questions, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

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