

Position Description
Financial Specialist 4
Accounts Payable/Pre-Audit

Position Summary: Under the general supervision of the unit supervisor, this position is primarily responsible for performing the preaudit functions and preparation of payment vouchers for the Department of Administration and its attached agencies. This position uses the departments requisition and payment system, Purchase Plus, and the statewide accounting system, WISMART. Additional responsibilities include resolving invoice problems; calculating prompt payment interest on late payments; auditing travel reimbursements; the post-audit of procurement credit card logs; providing technical assistance on the use of Purchase Plus, and providing payment training for Purchase Plus.

- 35% A. Preaudits and approves vouchers on Purchase Plus per delegated preaudit agreement with the State Controller's Office (SCO). This applies to payments entered by DOA divisions as well as DOA's attached agencies.
- A1. Preaudit and review all cash disbursement vouchers ensuring they are accurate, complete and prepared in accordance with Preaudit Guidelines, Office of State Employment Relations Travel Schedule Amounts (TSA), State Controller's Office policies and agency policies and procedures. Pre-audits payments entered directly into WISMART.
 - A2. Verifies that the funds, appropriations, and object/revenue source codes are valid and funds have been allocated and spent within the intent of all regulations and the correct fiscal year.
 - A3. Verifies all mathematical calculations for accuracy. Verify that all signatures are authorized and that all source documents and supporting documentation is attached as required.
 - A4. Verify that correct vendor number and remittance address has been selected.
 - A5. Verify that purchase order invoices match the terms and conditions of the purchase order.
 - A6. Review and adjust scheduled payment date to meet special payment deadlines. Review and adjust check category to accommodate special check handling instructions.
 - A7. Audit payment for compliance to Prompt Payment Law. If payment is not in compliance, determine if interest is due; calculate the amount of interest due on late invoices and add to payment.
 - A8. Based on Pre-Audit guidelines, statutes and department policy determine if transactions should be approved, adjusted or denied.
 - A9. Review unapproved payments that have been in Purchase Plus for 21 days or longer and follow-up with originator.
- 18% B. Audits, reviews, codes and processes Department and attached agency invoices for payment for non-delegated areas or department-wide transactions.

- B1. Audit all invoices for payment assuring accuracy of amount, accounting codes, correct authorization for the type and level of expenditure, encumbrance information, and compliance with agency and SCO guidelines.
 - B2. Review invoice and determine if it should be processed on Purchase Plus or WISMART. After determination is made, prepare and enter payments into the appropriate system.
 - B3. Determine correct vendor number and remittance address to be used for payment.
 - B4. Process all payment transactions in a timely manner to meet the Prompt Payment law. Determine if interest is required on a late payment; calculate the amount of interest due on late invoices and add to payment.
 - B5. Liquidate related encumbrances on the payment voucher when appropriate. Provide encumbrance and payment information to supervisor to update Purchase Plus if payment is entered in WISMART.
 - B6. Verify that invoices applied to purchase orders match the terms and conditions of the purchase order.
 - B7. Consult with Purchasing staff and departmental staff to resolve discrepancies on invoices. Make necessary corrections when discrepancy is resolved.
- 12% C. Provide Purchase Plus technical assistance; provide Purchase Plus payment training; respond to payment inquiries; process vendor file maintenance; and other accounts payable responsibilities.
- C1. Provide technical assistance to users as it relates to Purchase Plus payments to resolve questions or problems.
 - C2. Provide Purchase Plus payment training along with supervisor at scheduled training sessions.
 - C3. Report Purchase Plus problems in Feedback; participate in testing of new or improved system functions and in team meetings with programming staff and/or users.
 - C4. Resolve invoice discrepancies with vendors to achieve satisfactory results. Perform required research of prior payments to resolve discrepancies.
 - C5. Respond to inquiries from vendors and department staff regarding the payment of invoices. This includes responding to the accounts payable e-mail box.
 - C6. Send Federal Taxpayer Identification Number (W-9) request forms to new vendors. Submit completed W-9's to the Agency Coordinator for WISMART entry.
 - C7. Verify that vendors are on the Purchase Plus or WISMART vendor file before payment is processed. Assure that W-9's are received for all dummy vendors entered on Purchase Plus payments.
 - C8. Submit vendor file maintenance, name and address corrections and new addresses, to the Agency Coordinator for processing to the SCO.

- C9. Prepare wire transfer forms as required. Schedule payment to meet wire transfer time frame and submit wire transfer form to SCO-Cash Management.
 - C10. Prepare SCO-Cash Management Stop Payment form to request a copy of a cancelled check or to stop payment and issue a replacement check as requested by vendor or departmental staff.
 - C11. Match invoices to system generated voucher jacket and attach after approval.
 - C12. Separate and distribute monthly WISMART accounting reports internally to accounting staff. Distribute other WISMART reports as needed.
 - C13. Assist in maintaining financial document files in numerical order by department.
 - C14. Complete annual prompt payment report due to the SCO.
 - C15. Perform special accounting projects assigned by the supervisor or Section Chief.
- 20% D. Provide fiscal services for travel reimbursement requests for the Department and its attached agencies.
- D1. Sort travel vouchers by department number; determine if payee is a state or non-state employe and if they are on the WISMART vendor file; and assign voucher number.
 - D2. Audit travel vouchers for adherence to the State Office of Employment Relations Travel Schedule Amounts (TSA), state statutes, and departmental guidelines. Verify the amounts of the taxable and non-taxable entries based on the audit and correct as required.
 - D3. Return voucher to employe for additional documentation if it does not meet the TSA. Work with employes to resolve any problems.
 - D4. Verify that the fund, appropriation, and object codes are valid. Determine if due to other funds/due from other funds entries are required based on employe payroll account coding and the account codes on the travel voucher. Note entries on travel voucher as required.
 - D5. Enter employe travel vouchers into WISMART and non-employe travel vouchers into Purchase Plus payment module. Submit WISMART vouchers to travel pre-auditor; submit non-employe travel vouchers to pre-auditor.
- 15% E. Post-audit of Procurement Card (P-Card) logs and preparation of journal vouchers for allocated cards for the Department and its attached agencies.
- E1. Post-audit p-card logs and receipts based on Procurement Card manual, internal P-Card audit Guidelines and Pre-Audit Manual. Discuss audit findings with supervisor.
 - E2. Prepare journal voucher spreadsheet for allocated P-card logs and upload to WISMART. Submit to supervisor for review.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of state procurement policies and procedures.
- Knowledge of state accounting and pre-audit policies.
- Knowledge of purchasing card policies and procedures.
- Ability to work with various divisions, departments and the public, ensuring compliance with multiple sets of rules, regulations and procedures.
- Ability to establish and maintain effective working relationships.
- Excellent written and oral communication skills.
- Strong interpersonal communication skills.
- Strong organizational skills with careful attention to detail.
- Ability to demonstrate effective problem-solving and decision-making skills.
- Ability to set priorities and perform multiple tasks.
- Strong customer service skills.
- Ability to process transactions accurately within prescribed timeframes.
- Strong financial and mathematical skills.
- Ability to use adding machine or calculator
- Ability to use copier, fax and scanner
- Knowledge of and familiarity with business computer software, especially word processing, spreadsheet, database, and e-mail applications, along with keyboarding and data entry skills.