

**Department of Administration  
Bureau of Enterprise Fleet - Central Fleet  
Working Title: Fleet Financial Associate**

**Position Number: 300219**

**Financial Specialist 2**

**POSITION SUMMARY**

Under the general supervision of the Section Chief, this position is primarily responsible for the preparation and processing of a large number of complex and varied financial transactions such as purchase orders, multi-agency invoices, vendor invoices and payment disputes. Additionally, this position must be able to perform account audits and reconciliation as well as provide a wide variety of customary service functions in Accounts Payable. This person must be able to work independently to resolve problems and/or complaints from commercial vendors as well as state agencies. The programs used for this position include FleetAnywhere software, Fleet Portal, Microsoft Office along with using the internet for various applications. In addition, this individual needs to perform all duties in a challenging office atmosphere where frequent interruptions are the norm and there is a substantial volume of incoming work.

**Time                      Goals and Worker Activities**

**45%    A.    RESPONSIBLE FOR INDEPENDENTLY MANAGING VENDOR AND INTER-DEPARTMENTAL ACCOUNT PAYABLE PROCESS.**

- A1. Analyze and prepare incoming vendor and inter-departmental invoices for correct and complete information for payment. Certify that all incoming correspondence has been date stamped. Organize in date stamp order, maintaining less than one week back log for stamp date review or informing management of the over-aged documents.
- A2. Audit all invoices for accuracy of billing to DOA Central Fleet. Identify appropriate charges from inappropriate ones by validating fleet numbers and type of charges. Research and direct inappropriate invoices to proper locations.
- A3. Validate accurate invoice information for payment and type of purchases such as, but not limited to, fuel, tires, shop supplies, employment, and office supplies. The processes must comply with DOAS procedures within the appropriate period of date stamp. Resolve discrepancies in the invoice charges directly with the vendor or state agency.
- A4. Enter data in FleetAnywhere database, such as the vendor identification, the coded repairs tasks or object code for the expense, dates of service, date processed, vendor invoice number, purchase order number and/or other pertinent details.
- A5. Prepare monthly automated billing for GSBS, ARI, and Voyager.
- A6. Before the monthly GSBS is processed; review/audit the GSBS Exception Report. This exception report requires 100% resolution of all the fleet billing information for appends

and credits.

- A7. Monitor and evaluate the processing and status of vendor payments and propose recommendations to management for improving the flow of information.
- A8. Act as the Buyer Group Coordinator for section on Purchase Plus system. Consult with the Department Purchasing Manager(s) when required.
- A9. Assist with New Vehicle Buy. Review the specifications in order to prepare the purchase orders independently. Compile a binder with all the pertinent information for the vehicles purchasing. Enter purchase order data in FleetAnywhere for Vendor Contracts.
- A10. Prepare and provide confidential and informational statistics of fiscal reports via FleetAnywhere database, upon request.

**35% B. MANAGE PURCHASE ORDER PROCESSING ACTIVITIES**

- B1. Through the use of Purchase Plus application, manage purchase order (PO) processing activities. Determine the type of POs that are required for daily requisitions as well as the year-end processes that includes updating, canceling and encumbrance requirements.
- B2. Process direct charge orders for payments that do not require the issuing of a purchase order.
- B3. Produce printed POs when completed and file alphabetically in an organized file. Gather and enter PO information into FleetAnywhere database for fiscal tracking.
- B4. Assist with New Vehicle Buy. Review the specifications in order to prepare the purchase orders. Compile a binder with all the pertinent information for the vehicles purchasing. Enter purchase order data in FleetAnywhere for Vendor Contracts.

**10% C. PROVIDE PROFESSIONAL CUSTOMER RELATIONS TO VENDORS**

- C1. For invoices with missing information, prepare written disputes in standard format to vendors in a timely manner. Maintain organization to keep dispute age to a minimum.
- C2. Maintain a resource list of vendor problems, both resolved and pending, to assist with reoccurring problems or similar problems. Track the age of disputes and their resolution status.
- C3. For invoices requesting payment by vendors and not registered in WISMART, contact vendor and request W-9 form. Upon return of W-9 from vendor, forward to DOAS. Monitor vendor list and pay invoice when vendor is registered.

- C4. Communicate inquiries to vendors and departmental staff on the status of payment of invoices. Utilize FleetAnywhere database and Purchase Plus system to verify invoice was entered in WISMART.
- C5. Analyze data and provide vendors with prompt and accurate information on a timely basis. Master the significant areas of fleet policy so that vendors can be informed correctly.

**10% D. PROVIDE ADMINISTRATIVE SUPPORT FOR OTHER STAFF**

- D1. Provide reliable assistance as back up to vendors, customers and staff when accounts receivable staff is not available. Provide back up to other staff including assistance with motor pool in making reservations, dispatching, and returning vehicles, and customer inquiries along with telephone calls. Provide excellent customer service to fleet car users in a professional manner. In addition, fill in for other staff jobs when vacation, illness or other vacancies dictate.
- D2. Update appropriate and accurate information in FleetAnywhere database and Fleet Portal. Generate reports and provide statistical data, as requested.
- D3. Independently compose correspondence, as required. Make use of the Department's style guidelines. Use diplomatic terms to convey refusals or messages that could be perceived as negative.
- D4. Order supplies through the state contract for the section. Research special requests required and find the most economical resource.
- D5. Consult with Department Enterprise Fleet Portal Administrator when difficulties arise in the database and/or with interface programs to resolve situations. Keep section chief informed of all aspects.

**KNOWLEDGES, SKILLS, AND ABILITIES:**

- General knowledge of basic accounting and auditing principles and practices
- Knowledge of general office procedures and functions
- Ability to perform basic math calculations
- Skill in interpreting rules and policies
- Effective organization and data management skills
- Effective recordkeeping skills
- Extensive knowledge and skill in computer programs, including financial systems such as computerized spreadsheets and databases.
- Effective written and oral communication skills