

Position Description
Financial Specialist Senior
Accounts Payable/Pre-Audit
11-30-15

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 (DOA) and its attached agencies. Additional responsibilities include resolving invoice problems; calculating prompt payment interest on late payments; auditing travel reimbursements; the approval and post-audit of procurement credit card transactions and logs; providing technical assistance and training to customers on agency financial processes.

- 53% A. Pre-audits and approves vouchers on the financial system per delegated pre-audit 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 Pre-audit Guidelines, DOA - Division of Personnel Management (DPM) Schedule Amounts (TSA), State Controller's Office policies and agency policies and procedures. Pre-audits payments entered directly into the financial system.
 - A2. Verifies that the funds, appropriations, and account 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 source documents and supporting documentation are attached as required.
 - A4. Verify that correct supplier 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 the financial system for 21 days or longer and follow-up as needed.
- 12% B. Provide technical assistance regarding Accounts Payable business processes; provide payment training; respond to payment inquiries; process supplier file maintenance; and other accounts payable responsibilities.

- B1. Provide technical assistance to users as it relates to Accounts Payable business processes.
 - B2. Provide payment training as necessary.
 - B3. Report problems with the financial system as required; participate in testing of new or improved system functions and in team meetings with programming staff and/or users.
 - B4. Resolve invoice discrepancies with vendors to achieve satisfactory results. Perform required research of prior payments to resolve discrepancies.
 - B5. Respond to inquiries from vendors and department staff regarding the payment of invoices. This includes responding to the accounts payable e-mail boxes.
 - B6. Send Federal Taxpayer Identification Number (W-9) request forms to new suppliers. Submit completed W-9's to the SCO for entry into the state supplier file.
 - B7. Verify that vendors are on the state supplier file before payment is processed.
 - B8. Submit vendor file maintenance, name and address corrections and new addresses, to the SCO.
 - B9. Process wire transfers as required. Schedule payment to meet wire transfer time frame and submit wire transfer documentation to SCO-Cash Management.
 - B10. 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 supplier or departmental staff.
 - B11. Separate and distribute monthly financial system accounting reports internally to accounting staff. Distribute other reports as needed.
 - B12. Assist in maintaining financial document files in numerical order by department.
 - B13. Complete annual prompt payment report due to the SCO.
 - B14. Perform special accounting projects assigned by the supervisor or Section Chief.
- 20% C. Provide fiscal services for travel reimbursement requests for the Department and its attached agencies.
- C1. Audit travel vouchers for adherence to the DPM 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.
 - C2. Work with employees to resolve any problems.
- 15% D. Approval and post-audit of Procurement Card (P-Card) transactions and logs for the Department and its attached agencies.
- D1. 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.

D2. Approve online P-card transactions in financial system by designated deadline.

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.