

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Director of Accounts Payable	SALARY GRADE:	HU-15
DATE REVISED:	December 1, 2014	EEO CODE:	01
JOB CODE:	2102	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: To ensure the timely and accurate payment of all obligations for the University in compliance with University policies and procedures. Provides direct supervision for the department to include the review of all reports produced by the Automated Accounting System.

SUPERVISORY ACCOUNTABILITY: Responsible for making recommendations in the areas of compensation, staff selection, disciplinary actions, complaints, staff performance appraisal and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.

NATURE AND SCOPE: Internal contacts include executives, administrators, facility, students and staff of the department and the university at large. External contacts include consultants, representatives from other colleges and universities, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES:

- Directs and coordinates the activities of the staff assigned to the Accounts Payable Department.
- Ensures expenditures comply with university policies and procedures and accounting principles.
- Establishes and monitors internal control procedures to ensure timely and accurate disbursements.
- Designs and monitors Accounts Payable (PeopleSoft) system, and reviews and reconciles reports.
- Identifies, analyzes and resolves problems to ensure prompt payment of invoices.
- Provides information regarding disbursements to internal and external auditors and the University Community.
- Hires, trains and evaluates the performance of personnel assigned to the Accounts Payable Department to ensure that work schedules are performed timely and efficiently.
- Meets with internal and external auditors when deemed necessary.

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Performs other related duties as assigned.

CORE COMPETENCIES: Demonstrated knowledge of the concepts, theories, principles and practices of accounting.

Analytical and problem solving skills.

Ability to perform work with a minimum of supervision.

Ability to direct the functions and activities in a computerized accounting environment.

Skill in the operation of computers and related software applications (word-processing, spreadsheet, database, and Internet applications etc as well as People Soft applications).

Familiarity with federal and state regulations regarding sales tax and taxes related to Form 1099.

Competence in both oral and written English to communicate in a clear and concise manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

MINIMUM REQUIREMENTS: Bachelor's degree and 10-12 years of relevant experience. 15 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management