



DATE ISSUED: 03/19

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Payment Operations

JOB SUMMARY

Manages payment services staff. Responsibilities include the management of accounts payable staff, providing guidance and training to employees. Provides on-going customer service and ensures the development of sound working relationships with all campus departments and vendors. Consistently looks for cost saving opportunities and ways to improve the processes. Coordinates with Strategic Sourcing and Purchasing Managers to affect seamless procurement-to-payment workflow. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Grants & Payables Operations

Supervises: Senior Accounting Assistant

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Manages payment team to promote understanding, high quality work, maximum effectiveness and exceptional service.
- Provides support in the development of training programs.
- Promotes professionalism, a positive work environment, spirit of cooperation and support for coworkers
- Maintains currency through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses and attending training and/or courses.

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- Recommends appropriate professional development opportunities and conduct performance reviews for direct reports.
- Leads and supports the payment team to provide timely and accurate payment of vendors and employees' reimbursement, including compliance with the Texas Comptroller of Public Accounts Policies and Guidelines.
- Reviews vouchers for payments on a daily basis.
- Assists with testing in development of production environments insuring data integrity and system security.
- Assists with development of operation policies and procedures for accounts payable.
- Provides on-going customer service and ensures the development of sound working relationships with all campus departments and vendors.
- Assists in training to further educate the University on payment policies and guidelines.
- Stays abreast of state and federal laws and institutional changes regarding procurement.
- Establishes job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Attends departmental meetings as necessary.
- Performs other duties as requested.

EDUCATION

Bachelor's degree in Business Administration or related field. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis. Formal training and/or courses in purchasing and payment operations preferred.

EXPERIENCE

Five years experience in a supervisory role within a payment operation.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct and evaluate a complex operation, using human resources, time, funds and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with student, faculty, staff and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies and information for the determination of procedures, solutions and other outcomes.
- Ability to communicate effectively orally, by phone, in person and in writing.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as

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any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.