

Job Description

Position Title: Accounts Payable and Travel Analyst 1

Job Family: Financial Services

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 04

Position Summary:

The Accounts Payable and Travel Analyst 1 performs analytical oversight, auditing, and systems support for the college's disbursement functions. This role ensures vendor payments, employee travel reimbursements, and grant-funded transactions comply with college policies, state regulations, and tax guidelines to prevent audit exceptions. Additionally, the Analyst serves as a main point of contact and functional administrator for automated expense software (e.g., Concur)—troubleshooting system errors, updating routing rules, and training faculty and staff.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Processes vendor invoices, check requests, and contract payments using three-way matching (PO, receiving report, invoice).
2. Codes transactions accurately to appropriate GL accounts, departments, and restricted federal/state grant accounts.
3. Prepares and executes weekly disbursements via ACH, physical checks, and wire transfers.
4. Resolves vendor statement discrepancies, unapplied credits, duplicate billings, and tax issues.
5. Conducts analytical compliance audits on travel requests, expense reports, and travel card transactions to detect errors, ensure policy adherence, and maintain audit readiness.
6. Flags and resolves non-compliant reimbursement requests and missing documentation directly with employees and department approvers.
7. Troubleshoots user system errors, assists with software configuration updates, and trains college faculty and staff on automated expense management systems (e.g., Concur).
8. Performs monthly reconciliations for AP aging reports, travel advances, and general ledger accounts.
9. Monitors state prompt-payment requirements to prevent interest charges and assists with year-end audit sampling and annual 1099/1042 reporting.
10. Recommends updates to travel user guides and AP workflows to improve administrative efficiency.
11. Performs all other duties and responsibilities as assigned or directed by the supervisor

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of administrative procedures and practices
3. Knowledge of business management and fiscal practices
4. Knowledge and application of organizational and time management principles
5. Knowledge of internal and external customer service principles and practices
6. Skill in analyzing data and drawing conclusions
7. Skill in effective communication (both written and oral)
8. Skill in problem solving
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
10. Ability to apply effective and accurate data entry and typing skills
11. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, may set priorities and organize work within general guidelines established by supervisor/manager.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Accounting, Finance, or a closely related field of study required.
- Up to One (1) year of related experience in accounting or finance required.
- One (1) to Three (3) years of related experience in accounting or finance preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Occasional work evenings or weekends
- Current and Valid AZ Driver's License
- Pre-employment Background Check Required
- Notary Public Commission may be required