

## Job Description

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<b>Job Title:</b>	Expense Associate
<b>Department:</b>	Finance
<b>Reports To:</b>	Manager, Payments and Expense Accounting
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	August 2019

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### **Primary Purpose**

The Expense Associate is accountable for applying knowledge of policies and procedures to record non-salary expenses related to suppliers, employees and students. The University's non-salary expenses require a broad understanding of allowable business expenses, accounting and tax issues, and the ability to apply professional judgment. Objectives are achieved by entering transactions, reviewing documentation, understanding policies and procedures, categorizing expenses, ensuring compliance, contributing to continuous improvement and influencing best practices.

### **Key Accountabilities**

#### **Process vendor invoices and expense claims:**

- Ensure accurate and timely entry and processing of non-salary expenses related to suppliers, employees and students in various currencies
- Review transactions for accuracy, appropriate documentation, authorization, and expense categorization in keeping with UW policies and procedures
- Match supplier invoices to purchase orders and receiving documents, where required
- Calculate appropriate tax rebates
- Participate in the month-end/year-end close process; ensure tax and fiscal year end cut-offs are met
- Reconcile statements of account from suppliers and resolve invoice holds
- Process cash/travel advances and follow up with claimants to ensure timely settlement
- Record invoices with a prepaid component according to established procedures

#### **Maintain appropriate system configuration and accurate supplier account records:**

- Create new suppliers in ERP system and assist in resolving related issues
- Participate in implementation of enhancements and/or troubleshooting of the ERP system, with the goal of ensuring the system is optimally configured for invoice processing
- Keep abreast of advances in the P2P process and participate in process improvement initiatives

#### **Provide advice, training and direction:**

- Work with representatives campus-wide to ensure that University policies and procedures are understood and followed
- Respond to inquiries and communicate financial information to a diverse set of client groups
- Communicate with stakeholders to answer questions related to the status of the University's account, outstanding invoices, or obtain information in order to issue payment

#### **Other Duties:**

- Participate in, and support other department projects related to year-end, process improvement, etc.
- Provide administrative support as required

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*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Post-secondary courses in accounting or equivalent education and experience</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience in an enterprise wide computerized accounting environment</li> <li>• Fundamental understanding of Accounts Payable processes and procedures</li> <li>• Experience with invoice entry/matching in an Accounts Payable role is an asset</li> </ul>
<p><b>Knowledge/Skills/Abilities</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to prioritize and manage high-volume assignments accurately and efficiently</li> <li>• Excellent attention to detail</li> <li>• Strong analytical and problem solving, interpersonal, organizational and communication skills</li> <li>• Tact, judgment, and diplomacy are essential</li> <li>• Demonstrated ability to work independently and handle confidential information</li> <li>• Advanced MS Office skills including Excel and Word</li> <li>• Excellent organizational and planning skills</li> <li>• Comfort and clarity in explaining accounting information, as well as organizational procedures and policies</li> </ul>

### **Nature and Scope**

- **Contacts:** The Expense Associate must promote efficient and effective invoice and expense claim processing and not yield to pressures. Excellent written and verbal communication skills are essential. This position communicates internally with Finance team members as well as administrative staff, and Financial Officers across the campus community. The Expense Associate must communicate accounting information to stakeholders in order to achieve accurate financial accounting and reporting and resolve issues. Externally, this position communicates with suppliers in order to resolve account issues.
- **Level of Responsibility:** The Expense Associate must apply knowledge of policies, procedures, business and accounting to process supplier invoices and expense claims or issue payments. They must address issues such as compliance and resolve discrepancies with internal and external client groups.
- **Decision-Making Authority:** The Expense Associate is expected to work independently to respond to client requests. In complex or unusual situations, issues may need to be elevated to an Expense Analyst or the Manager, Payments and Expense Accounting.
- **Physical and Sensory Demands:** Minimal physical demands, typical of a position operating within an office environment. Concentrated, attention to detail is required in an open office environment with competing priorities. The Expense Associate must be able to manage concurrent assignments and prioritize workload in order to meet deadlines.
- **Working Environment:** Office based.