Accounts Payable Manager
Business Office

ABOUT OCCIDENTAL COLLEGE

Nestled in Eagle Rock, between downtown Los Angeles and historic Pasadena, Occidental gives you the best of both worlds: small-town charm and L.A.’s rich cultural life. You'll find a collegial and intimate academic work environment, and our students, faculty and staff make up a diverse, close-knit community of peers.

POSITION SUMMARY

The Accounts Payable Manager is responsible for payment services using the College’s Banner ERP system in a high volume, high accountability and highly confidential environment and is responsible for overseeing, managing and providing leadership for the accounts payable unit within the Business Office in a professional manner. This position is responsible for coordinating the processing of payments and settlements of supplier invoices, check requests, expense reports and ad hoc payments and ensuring compliance with institutional guidelines and federal and state regulations. In coordination with other members of the Business Office, provides assistance to employees and vendors regarding any accounts payable related issues. Manages and oversees the College’s Chrome River Travel & Expense program. Prepares Federal tax forms on a yearly basis. Acts as liaison to internal departments to provide guidance and training, to maintain collaborative working relationships, and resolve escalated issues.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Essential Functions-

• Processes all invoices, check requests and employee expense reports for payment by the Banner Accounts Payable and Chrome River system on a weekly basis.
  1. Carefully adheres to internal control requirements.
  2. Performs research to gather the necessary information to correctly enter data. Identifies and resolves accounts payable payment processing issues.
  3. Verifies payments to independent contractors are consistent per their contracts.
  4. Verifies that all payments being processed are complete, accurate, approved and in accordance with the College’s Policies and Procedures.
  5. Verifies that all forms submitted to Accounts Payable are the most current forms.
• Processes domestic and international wires by established deadlines using online banking platform based on fraud prevention protocols.
• Processes and transmits annual IRS 1099-MISC forms and 1099-NEC forms.
• Processes annual IRS 945 annual return of withheld federal income tax forms.
• Reviews and resolves CP-2100A notices.
• Responsible for the administration of all expense reports in Chrome River to ensure proper documentation, coding, approval and compliance with the College’s expense policy. Communicates with employees regarding all credit card/expense reimbursement report documentation standards and approvals.
• Tracks and reports expense report backlog on a daily basis; assists with the short-term and long-term processing changes and staffing adjustments to ensure timely and accurate processing.
• Interacts and responds to questions and requests for information from internal and external constituents.
• Interacts and responds to payment questions and issues from internal and external constituents.

**Administration Responsibilities**
• Reviews vendor information to confirm that all vendors are set-up correctly.
  1. Audits expense accounts periodically to validate proper tax reporting requirements for independent contractors.
  2. Communicates with independent contractors regarding any tax notices and/or any tax withholding requirements.
  3. Communicates with vendors and campus departments regarding the difference between employees vs. independent contractors.
• Runs periodic analysis reports and works with various departments to reach goals; i.e. ensure all credit memos are used and ensure service providers are not receiving a form 1099 and a W-2.
• Provides direct customer support and training to employees on Accounts Payable policies & procedures and Chrome River usage.
• Is the subject matter expert on Chrome River Expense & Invoice and related subjects.
• Develops and reviews Chrome River analytical and audit reports with Supervisor.
• Develops and implements specific and innovative proposals to improve operational effectiveness, control and/or customer service.
• Implements improvement to processes, procedures, and work flow to create efficiencies. Contributes to the development of college-wide accounts payable related policies and procedures.
• In collaboration with management, IT, and systems support staff, develops, tests, and implements new and/or updated system processes and improvements as assigned.
• Maintains files and documentation thoroughly and accurately, in accordance with the College’s policies and accounting practices.
• Coordinates and disseminates campus email and other written communications with employees with the review and approval of Supervisor.
• Performs other duties as assigned or requested.

**Supervision Responsibilities**
• Assists in recruiting, selecting and retaining student workers that have professional capabilities and capacity to work effectively in an environment with changing requirements.
• Provides ongoing coaching to subordinates which is balanced, constructive, timely and contributes to an atmosphere of effectiveness, engagement, open communication and trust.
• Addresses student worker work habits and performance challenges in a timely manner with appropriate follow up.

**QUALIFICATIONS**
• Must have experience with an electronic expense management software such as Chrome River or Concur.
• Must have excellent computer skills and experience with varied data report writing tool, such as access, crystal reports or SQL.
• Experience with Ellucian Banner ERP system in a financial management environment is preferred.
• Strong knowledge of IRS rules and regulations as they pertain to 1099-MISC, 1099-NEC, sales and use taxes and accounts payable.
• Excellent analytical and problem-solving skills required with the ability to work under tight deadlines.
• Must demonstrate a high degree of professionalism and maintain confidentiality as well as treat everyone with dignity, courtesy and respect.
• Must be an effective team player and be able to demonstrate and encourage the values of collaboration and collegiality among all employees.
• Requires excellent communication and interpersonal skills for effective interactions.
• Bachelor’s degree is preferred.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups whose underrepresentation in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/human-resources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).
As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.