Manager - Accounts Payable (TBD)

Kiki Pentari

Receptionist (Clerk)  Accountant (TBD)
Janee Bales

Shaundra Hill  Sandra Jones

Work Study Student
**Accounts Payable**

- Training for departments on AP policies, procedures, and guidelines
- Development of web tools and web content
- Customer satisfaction and communication (including vendors, departments, employees, etc.)
- Assistance with policy development
- Benchmarking with other institutions; evaluation of best practices for applicability and feasibility
- Use of query tools to obtain data
- Design and sample data for post-audits
- Sort and route Payment Requests for additional approvals as needed
- Return Payment Requests to departments if incomplete or if documentation not scan ready
- Review and approve Payment Requests per established thresholds
- 1099 audits and resolution
- Work with Tax Services on independent contractors/consultants, moving expenses, and honoraria
- Run system queries to identify patterns, potential abuse, and possible training opportunities
- Prepare and deliver training on payables functions
- Work with AP Satellites to develop controls and monitor their compliance
- Positive pay exceptions
- Deliver approved documents to Payables Processing for data entry
- Work collaboratively with departments to resolve issues
- Maintain signature cards and review signatures per thresholds
- This area will not have any data entry capability
Org Chart – Payables Processing

Manager - Payables Processing
John Downing

Kiki Pentari

Alice Averett
Check Processing (0.85 FTE)

Scanners
(30 hrs shared)

Vendor Setup
Maria Nielsen
Clint Rasmussen

Processors
Pam Holland
Vicki Alvey
Rhett Jones
Brigetta Blair
Vacancy
Responsibilities

Payables Processing

- Create, edit, and maintain vendor records
- W-9 processing
- LO matching
- PeopleSoft data integrity for the AP module
- 1099 processing including oversight and training for satellite operations
- Data entry for approved payment requests
- Data entry for LPO's, LPC's, invoices against PO's, and campus orders
- Data entry for 1099 corrections
- Fortis image scanning and maintenance
- Check production
- Maintenance of vendor payment methods
- Vendor ACH enrollment
- ACH production
- Next day and same day check processing
- LPC's data entry and check controls
- Handles only fully approved, ready to be entered and scanned documents
- Escheatment and stale dated audits
- Communications regarding advantages of ACH vs. check to campus constituents
- System testing as needed
- System expertise for areas needing to pass AP information directly into PeopleSoft
- Work with Laura to establish throughput metrics and provide monthly reports on achievement of benchmark goals
- Vendor establishment and maintenance will be strictly segregated from invoice processing
- Train satellites on use of the system