

# JOB DESCRIPTION

**Job Title** Supervisor Payment Services and Travel  
**Reports to** Assistant Director Disbursement Services  
**Dept/School** Financial Services

**Job Title Code** 180256  
**Wage/Hour Status** Exempt  
**Pay Grade** 104  
**Date Revised** July 14, 2025

## Primary Purpose

Supervise the operations of the District Travel Office and commercial payment program ensuring efficiency of operations, compliance with local, state, and federal regulations and optimal use of financial resources to provide the best educational service with financial resources available.

## Education/Certification

- Bachelor's Degree in Business or related field

## Special Knowledge/Skills

- Knowledge of appropriate Federal and State reporting guidelines
- Advanced knowledge of MS Office Excel pivot tables and other applications
- Ability to build and maintain effective working relationships with employees and vendors
- Knowledge of accounting principles and their application to public school finance
- Knowledge of travel guidelines under U.S. General Services Administration (GSA)
- Ability to interpret Texas Education Agency Financial Accountability System Resource Guide (FASRG)
- Ability to interpret established district policies, procedures, and data
- Strong supervisory, analytical, organization, communication, public relations, and interpersonal skills
- Ability to effectively communicate orally and in writing
- Ability to possess strong leadership skills

## Experience

- Three (3) years related experience
- Two (2) years supervisory experience

## Major Responsibilities and Duties

1. Oversee the daily operations of the District travel office and commercial payment program to ensure accurate, timely, and compliant processing of travel arrangements, reimbursements, and payment of transactions.
2. Supervise and support the Travel Specialists who are responsible for coordinating and processing district travel arrangements and reimbursements.
3. Supervise and support the Payment Services Analyst who is responsible for managing the district credit card program.
4. Provide direction to staff on complex and/or high-volume travel and payment requests.
5. Evaluate travel vendors and provide performance results or ratings to management.
6. Evaluate commercial card vendors and provide performance results or ratings to management.
7. Comply with industry changes, policies and procedures.
8. Responsible for the implementation of the commercial payment program to include: request for proposals, business requirements for system design, process flow, procedures manual, districtwide training program and collaboration with staff to meet District needs.
9. Ensure compliance with commercial payments and travel-related contracts and agreements.
10. Review and approve employee travel request, reimbursements, and in-city mileage in compliance with District Policies and General Services (GSA) Administration guidelines.
11. Review and approve In-City mileage reimbursements ensuring adhere to District deadlines.
12. Effectively communicate discrepancies and resolutions with campus and department administrators.

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13. Review and approve employee travel reimbursement requests.
14. Perform monthly reconciliations and create journal entries of all travel billing statements to include card rental vendors.
15. Monitor performance of assigned staff, provide coaching, feedback, and progress reports to the Assistant Director.
16. Provide after-hours support to district employees for urgent travel related needs and credit card program issues, including matters involving both employee and student travel.
17. Perform year-end closing procedures related to travel and credit card services in accordance with the established closing schedule.
18. Promote positive community relations through effective communication and excellent customer service skills.
19. Conduct cost comparative analysis to substantiate and ensure the effective and efficient use of District funds. Maintain confidentiality of information.
20. Handle the coordination and communications with approved travel vendors, hotels, airlines, and other ground transportation services.
21. Collaboratively work with all District departments.
22. Work closely with immediate staff and Technology services to improve efficiency and effectiveness of online travel and in-city mileage submissions.
23. Serve as the point of contact (POC) for district travelers, credit card users, and vendors.
24. Continually evaluate department processes to ensure they are aligned with District initiatives.
25. Compile, review, and submit (upon request) travel documentation to auditors.
26. Maintain and perform quarterly self-audits on travel requests, expenses, and payments.
27. Compile, maintain, and file all physical and computerized reports, records, and other documents used for travel purposes.
28. Work under minimum supervision and perform assigned duties with independence as to priorities and methods.
29. Manage applicable manuals to include revisions to the Credit Card Manual, Financial Services Administrative Manual, and Travel Manual.
30. Assist with special projects requested by the Board of Trustees, administration and the public.
31. Work with staff to prepare and present Travel, In-City Mileage, and credit card training.
32. Analyze travel and payment data for cost-saving opportunities and operational efficiency.
33. Participate in professional development to stay current with industry standards and policy changes.
34. Perform other duties as assigned by supervisor.

### **Supervisory Responsibilities**

Supervise assigned personnel

### **Equipment Used**

Personal computer, printer, fax machine, copier, and calculator.

### **Physical and Mental Job Requirements**

#### **Mental Demands/Physical Demands/Environmental Factors**

- Maintain emotional control under stress. Work with frequent interruptions; be able to accept spontaneous occurrences, change and sometimes difficult predicaments; occasional prolonged and irregular hours, repetitive hand motions, prolonged use of computer.

### **Terms of Employment**

226 days; salary to be established by the Board of Trustees



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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.