

Job Title: Payment Services and Travel Supervisor	Wage/Hour Status: Exempt
Reports to: Campus Accounting and Compliance Manager	Pay Grade: 103
Dept./School: Financial Services	Date Revised: October 31, 2024

Primary Purpose

Supervise the operations of the District Travel Office and commercial payment program to provide the best educational service with financial resources available.

Qualifications

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

Two (2) years related experience

One (1) year supervisory experience

Major Responsibilities and Duties

1. Supervise Travel Specialists who are responsible for coordinating district travel needs.
2. Supervise Payment Services Analyst who oversees the district credit card program.
3. Provide guidance and assistance on complex and/or large travel requests.
4. Evaluate travel vendors and provide performance results or ratings to management.
5. Evaluate commercial card vendors and provide performance results or ratings to management.
6. Comply with industry changes, policies and procedures.
7. Ensure compliance of commercial payments and travel related contracts and agreements
8. Ensure the continued development of the District's Commercial Payment Program
9. Review travel request data to ensure conformity with district policies and travel guidelines.
10. Supervise, train, and monitor assigned staff, report progress to Campus Accounting and Compliance Manager
11. Oversee the daily operations of the travel office to ensure that District travel is processed timely
12. Review and approve In-City mileage reimbursements
13. Effectively communicate discrepancies and resolutions with campus and department administrators.
14. Review and approve employee travel reimbursement requests.
15. Perform monthly reconciliations and create journal entries of travel billing statements.
16. Promote positive community relations through effective communication and excellent customer service skills.
17. Conduct cost comparative analysis to substantiate and ensure the effective and efficient use of District funds.

18. Maintain confidentiality of information.
19. Handle the District's interaction with District approved hotels, airlines, and other ground transportation vendors.
21. Collaboratively work with all EPISD 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 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, Travel Manual, and Campus Accounting Manual.
30. Work with staff to prepare and present Travel, In-City Mileage, and credit card training.
31. Serve as back-up for Campus Accounting and Compliance Manager (as needed).
32. 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

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 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.