

Business/Administrative Associate
OBFS – University Payables – Vendor Services
UA9353

Duties and Responsibilities

1. Set-up new vendors into the Banner database and activate or update other vendors as needed. Based upon knowledge of University Systems and procedures, compose correspondence or make phone calls to both outside vendors and campus units to provide and solicit information in the resolution of problems. Determine the validity of the name and SSN/FEIN provided by the vendor with the IRS Database and verify vendor is not on Excluded Parties List. Verify vendor registration on the BEP Vendors Directory if vendor designates it is a member on Vendor Information Form. (30%)
2. Identifies, extracts, and analyzes vendor payment information for tax reporting for various 1099's, differentiates between taxable and non-taxable items; prepares Forms 1099-MISC, 1099-G, 1099-INT, 1099-K. (20%)
3. Apply extensive knowledge and expertise regarding Form 1099-MISC reporting requirements and manage related business functions to compile and reconcile 1099-MISC file in compliance with established federal guidelines/regulations, and to ensure stringent deadlines are met. (10%)
4. Apply specialized knowledge about B-notices sent by the IRS to coordinate, manage, and oversee correspondence generated with vendors, and initiate follow-up corrective action in a timely manner (e.g., tax withholding, remittance for non-compliant vendors, and other action) to ensure the accuracy of the Banner AP vendor database, and compliance with IRS regulations. (5%)
5. Participate in testing new software releases (e.g., Banner, Convey, and other releases) related to Form 1099-MISC reporting to assess its effectiveness and efficiency in improving overall University Payables operations and services. (5%)
6. Apply expertise in assisting external auditors, the University's tax compliance office, and other University and departmental officials/staff on matters related to Form 1099-MISC tax and reporting issues including: preparing special financial reports; interpreting complex guidelines/regulations in response to Form 1099-MISC inquiries; and determining corrective action to successfully address/resolve reporting problems. (5%)
7. Participate in developing and implementing policies/procedures regarding the processing of Form 1099-MISC documents (e.g., vouchers, invoices, P-Card transactions, T-Card transactions, and other documents) to ensure compliance with applicable state and federal guidelines/regulations, and to streamline the overall proficiency of University Payables operations and services. (5%)
8. Plan, coordinate, and conduct training sessions regarding Form 1099-MISC reporting to ensure current and newly hired University Payables staff are updated about new and or revised policies and procedures, and to promote consistency and accuracy among staff handling related areas of responsibility. (5%)
9. Advise the University Payables' vendor database section on matters related to the addition and maintenance of vendor profiles, including verification of vendor information to the IRS database. (5%)
10. Apply expertise and professional skills to facilitate and oversee assigned University Payables' special projects through completion. (5%)
11. Serve on University, campus, and departmental committees/teams as assigned. Other duties as assigned appropriate for a Business Administrative Associate. (5%)