



Kentucky Community and Technical College System Procurement Services

Procure to Pay Analyst

Open Date: 1/27/2022
Close Date: Open Until Filled

*KCTCS is committed to achieving excellence through cultural diversity.
We actively encourage applications and/or nominations of persons of color, women,
veterans, persons with disabilities and other individuals.*

KCTCS is an equal opportunity employer and educational institution.

ABOUT US

The Kentucky Community and Technical College System is the Commonwealth's largest postsecondary institution serving more than 100,000 students through 16 colleges with more than 70 campuses. We also are Kentucky's largest provider of workforce and online education. Through partnerships with business and industry, we align our programs to meet the needs of local employers. Our colleges are united in their commitment to making life better for our students, communities, and the citizens of Kentucky.

KCTCS offers a competitive benefits package and an attractive work environment that supports excellence, innovation, and creativity including:

- Exceptional health care, vision, dental coverage for you and your family
- Tuition reimbursement/waiver for you, your spouse, and dependents
- 403(b) retirement plan: a 5% employee contribution receives a 10% employer match
- Vacation/Sick Time
- Work-Life Balance
- 9.5 Paid Holidays
- Institutional Closing Pay (Two weeks paid time off at the end of December)
- Employee Assistance Program

This open position is located in Versailles, Kentucky.

POSITION DESCRIPTION

The Procurement to Payment (PtP) Services Analyst –Reimbursement and Expenses, is the single point of contact for centralized reimbursement audit, review and processing into PeopleSoft for payment. This position is responsible for all reimbursement activities of KCTCS. This includes all faculty and staff, non-employees, consultants and student reimbursements. The position is charged with interpreting procedure and policy and making decisions to ensure compliance with KCTCS business policies and procedures. The position will also provide cross functional support to the ProCard Administrator with the KCTCS ProCard and Fleet Card programs, as well as accounts payable functions with invoice processing and pay cycles.

MAJOR RESPONSIBILITIES/DUTIES

- Perform processing for travel expenses and non-travel expense reimbursements.
- Analyze, audit, make recommendations, and prepare reports on the efficiency of various operating controls to ensure compliance.
- Provide guidance and serve as a help desk to employees regarding reimbursements.
- Assist as assigned on special projects; internal and external audits, and reporting related to reimbursement transactions.
- Cross-functional training to support accounts payable processing, ProCard and Fleet card programs.
- Maintain and review travel policy and procedures and recommend changes as part of continuous improvement.
- Develop and deliver system-wide reimbursement training programs for KCTCS.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS

Associate's degree (Business or related field) and four (4) years' experience or equivalent.

PREFERRED REQUIREMENTS

Associate's Degree and six (6) years of experience or equivalent.

KY law requires state and national pre-employment background checks as a condition of employment.

Initial review of applicants will begin on February 10, 2022

Position is open until filled - Applicants will be notified if selected for an interview

For questions regarding the above position, contact us by emailing

jobs@kctcs.edu