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# Example of Senior Administrative Specialist Job Description

Our growing company is hiring for a senior administrative specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior administrative specialist

* Track and Manage Purchase Orders (PO)
* Arrange payment requests creation (E-Payables)
* Ensure General Ledger coding and invoice payment process (E-Payables)
* Arrange and track HCP/HCO payments
* Monitor payments and follow up with internal teams
* Ensure that vendors SAP data is up to date
* Track payments, bank accounts and ensure communication with vendors
* Ensure communication with ABS-AP and payment teams
* Maintain compliance with T&E company polices
* Provide assistance in preparation of PR/PO based accruals during closing process

## Qualifications for senior administrative specialist

* Ability to interpret policies in University Catalog
* Ability to establish work priorities and to develop and meet timelines in order to achieve management objectives and goals
* Ability to establish and maintain cooperative working relationships with students, staff, faculty, and administrators
* Ability to learn and use PeopleSoft at an advanced level
* 2-3 years experience in Enrollment Management or educational records functions
* Able to apply a systematic approach to action items and deadlines