

AP - Goods Receipt/Inventory Receipt (GR/IR) Reconciler

Purpose/Definition

Within Accounts Payable (AP), the Goods Receipt/Inventory Receipt (GR/IR) Reconciler role is responsible for researching, editing, and resolving any unmatched or not equal scenarios within the GR/IR General Ledger account.

Mapping Guidance

This role must be mapped to positions within Accounts Payable Shared Services and Supply Chain Shared Services.

Mapping Rules

Positions that receive this role CANNOT be mapped with following role(s):

- None

Positions that receive this role MUST be mapped with following role(s):

- AP - Display
- SRM - Purchasing Display

Responsibilities

- Coordinate/communicate with Accounts Payable Service Center, Purchasing, and Inventory/ Warehouse Receivers on correcting/reconciling Goods Receipt and Invoice Receipt discrepancies.
- Evaluate GR/IR account to determine cause of discrepancies between goods receipts & invoice receipts and resolve differences.
- Reconcile discrepancies in GR/IR account.
- Work with Purchasing, Central Receiving, Requisitioners, and Finance to resolve purchasing and invoicing discrepancies.

Tools

- Intranet/Internet
- SAP Business Suite

Knowledge and Skills

The following knowledge and skills are required prior to SAP End User Training:

- Read and write English sufficiently to complete the SAP Transactions.
- Use a PC or MAC and its operating system and browser to access a website on the Hopkins intranet.

Knowledge of:

- Accounting and account reconciliation processes.
- Exceptions management (parks/blocks).
- How to manage different reconciliation processes (e.g. vendor self invoicing, no goods receipt, no goods receipt match and discrepant invoice).

Required knowledge and skills can be obtained from established training programs in JHU and JHHS.

NOTE: The HopkinsOne Project will provide SAP End User Training that includes training on:

- How to perform SAP transactions.
- How SAP transactions relate to the business process.
- How SAP transactions relate to the system as a whole.