



Job Opening

Job Posting: April 17, 2019

Application Period: 30 Days or Until
Position is Filled

JOB TITLE: Accounts Payable Coordinator

LOCATION: NYC

DEPARTMENT: Controller

Basic Function:

Process & manage vouchers in PeopleSoft financial management system and perform other Accounts Payable (A/P) functions on a daily basis.

Work Performed:

- Conduct preliminary audit on non-contractual and contractual invoices.
- Enter contractual and non-contractual vouchers into PeopleSoft financial management system.
- Assist A/P Manager with customer inquiries to resolve problems and follow up on open items in a timely manner.
- Run reports on the status of various vouchers upon request.
- Manage filing process of completed invoices and contracts and track all contractual and non-contractual files.
- Set up new vendors and update existing ones as needed.
- Assist with circulation and tracking of invoices over \$50,000.00 for further signature(s)
- Maintain all IRS related documents such as, but not limited to W-9s, and banking information
- Provide payment documentation and interface with internal and external audits.
- Itemize, catalog and archive closed and purged folders and/or invoices.
- Prepare monthly A/P Aging report for review by the Controller.
- Special projects as assigned.

Education & Requirements:

Education Level required: Two-year college degree or equivalent experience

Relevant experience required: 1-2 years hands on experience with automated Accounts Payable Systems

Knowledge required: Knowledge of Accounts Payable processing procedures, PeopleSoft Financial system a plus, Excel

APPROXIMATE HIRING SALARY: Starting at \$45,000 (w/ comprehensive benefits package)

INQUIRE

Ruth Parris, Sr. HRIS Specialist & HR Manager

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

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