



Job Opening

Job Posting: 5/12/2021

Application Deadline: 30 days or until  
position is filled

JOB TITLE: Accounts Payable Coordinator  
DEPT: Controller

LOCATION: NYC

**BASIC FUNCTION:** Process & manage vouchers in PeopleSoft Financial Management System and perform other Accounts Payable functions on a daily basis.

**WORK PERFORMED:**

- Conduct preliminary audit on subsidiary non-contractual and contractual invoices.
- Enter contractual and non-contractual vouchers into PeopleSoft Financial Management System.
- Assist AP Manager with customer inquiries, resolve problems, and follow up on open items.
- Run reports on various voucher statuses upon request.
- Manage filing process of completed invoices and track all contractual and non-contractual files.
- New vendor set-up/current vendor updates.
- 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.

**Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.**

**EDUCATION & REQUIREMENTS:**

Education level required: High School Diploma, Two- year college degree preferred but relevant and equivalent experience will be considered.

Equivalent Experience required: 1+ years hands on experience with automated Accounts Payable Systems.

Knowledge Required: Knowledge of Accounts Payable processing procedures, PeopleSoft Financial system a plus, Excel. Excellent writing and communication skills desired.

**APPROXIMATE HIRING SALARY:** \$38,148-50,000 (w/ comprehensive benefits package)

**INQUIRE**

Maria Gately – Sr. HR Manager - Human Resources Dept.

**External Candidates:** Send resume to [resumes@esd.ny.gov](mailto:resumes@esd.ny.gov), indicating job title in subject line and salary requirement in email body

**Internal Candidates:** Complete [Posting Application](#) and attach a copy of resume

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