



Job Opening

Job Posting: June 1, 2022

Application Deadline: 30 days or
until position is filled

JOB TITLE: Accounts Payable Coordinator **LOCATION:** NYC

DEPT: Controllers

BASIC FUNCTION:

Process & manage vouchers in PeopleSoft Financial Management System and perform other Accounts Payable functions on a daily basis. **Must have experience in People Soft management system.**

WORK PERFORMED:

- Conduct preliminary audit on subsidiary non-contractual and contractual invoices.
- Enter contractual and non-contractual vouchers into PeopleSoft Financial Management System.
- Combine invoices and forward to Accounting Department for coding prior to vouchering.
- 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.

EDUCATION & REQUIREMENTS:

Education level required (*education required for this position*):

Two years college degree or equivalent experience

Equivalent Experience required (*include no. of years 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: \$50,000 (w/ comprehensive benefits package)

INQUIRE

Jane Martinez – HR Recruiter

External Candidates: Send resume to 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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