



Job Title	Accounts Payable Assistant
PVN ID	PS-2511-007108
Category	Clerical/Office Services
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	Business Office
Status	Part Time
Hourly Rate	\$25.00-\$25.00
Hour(s) a Week	0.00-20.00
Closing Date	Jan 13, 2026 (Or Until Filled)

General Description

As a leading online school in New York since 2006, the CUNY School of Professional Studies (CUNY SPS) offers the most online bachelor's and master's degree options at the City University of New York, and serves as the University's first undergraduate all-transfer college. With 26 degrees and numerous other non-degree and grant-funded workplace learning programs, CUNY SPS meets the needs of adults who wish to finish a bachelor's degree, progress from an associate's degree, earn a master's degree or certificate in a specialized field, and advance in the workplace or change careers. Consistently ranked highly by U.S. News & World Report for its online offerings, CUNY SPS has emerged as a nationwide leader in online education. The school's renowned and affordable online programs ensure that busy working adults may fulfill their educational goals on their own time and schedule. As CUNY SPS moves beyond its 20th year, we dedicate ourselves to engendering an innovative and transformative student-centered experience.

Other Duties

Reporting to the Finance Coordinator, the Accounts Payable Assistant will support day-to-day business operations at CUNY SPS by performing the following duties:

- Assist with the processing of Tax Levy and Non-Tax Levy invoices, and assist in the receipting departments for goods and services received
- Data entry of Non-Tax Levy invoices for payment in CUNYFirst and CUNYBuy
- Monitor payments for recurring annual and monthly commitments
- Create expense reports for CUNYFirst Travel & Expense Out-of-Pocket reimbursements for faculty and staff
- Assist employees with completing CUNYFirst security access forms related to purchasing, accounts payable, and travel and expense
- Create and analyze various queries in CUNYFirst and CUNYBuy pertinent to financial and operational

activities

- Assist with instructional trainings for faculty and staff on Travel & Expense processes
- Provide exceptional customer service to the college community and vendors
- Assist with the fiscal year-end closing
- Perform other related duties/projects as assigned by the Finance Coordinator and Finance Manager

Qualifications

- High school diploma/GED

Preferred Qualifications:

- Familiarity with CUNYFirst, CUNYBuy
- Strong oral, written and interpersonal communication skills
- Organizational and analytical skills, strong attention to details, and ability to adhere to established processes
- Ability to carry out complex assignments and adapt to changing situations and priorities
- Ability to work independently and collaboratively in a fast-paced, demanding work environment
- Knowledge of Microsoft Office
- Motivated self-starter

Please note: Candidates must be authorized to work in the United States. Sponsorship is not available for this position.