Job Title	Procurement & Payables Administrator
PVN ID	RF-2208-005013
Category	Administrative Services
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Procurement & Payables
Status	Full Time
Annual Salary	$58,060.19 - $74,678.14
Hour(s) a Week	35
Closing Date	Aug 31, 2025 (Or Until Filled)

General Description

The incumbent in this position is responsible for processing of Payment Requests, researching payment history and ensuring that necessary documents are in place to effect payment.

Other Duties

- Logs in payment documents directly from mailroom.
- Reviews, verifies and prepares payment requests and purchase requisitions/orders for accounting/disbursement action, as initiated by principal investigator or project administrator.
- Obtains additional documentation as needed in support of requested payments.
- Reviews vendor and transaction details for proper recording of 1099-reportable payments.
- Reviews and verifies fiscal reports, grant award documents, and sponsor regulations for both purchasing and payment functions.
- Sets up and processes encumbrance records as required for recurring payments.
- Reviews Purchasing Card statements and requests additional supporting documentation as required. Follows up on late statement submission.
- Consults with Legal Department as required for determination of proper contractual basis for payment of personal services (payroll/sub- contract/ICA/MOU).
- Researches and responds to inquiries and does problem solving.
- Retrieves paid vouchers from files on request.
- General data entries as required into Kuali Financial System (KFS) Computron and related systems.
- Other related duties as assigned.

Qualifications

- A.A. degree (Bachelors degree preferred) or relevant work experience.
- Two years related experience in an EDP environment.
- Aptitude for figure work and details.
- Personal computer competency is required, including spreadsheet and word processing, e-mail and use of Internet as research tool.
- Ability to evaluate time-sensitivity of requests received and expedite accordingly.
- Excellent written and verbal communication skills.