



<b>Job Title</b>	Procurement & Payables Administrator
<b>PVN ID</b>	RF-2208-005013
<b>Category</b>	Administrative Services
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Procurement & Payables
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$58,060.19 - \$74,678.14
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 30, 2025 (Or Until Filled)

## General Description

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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

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- 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/ICAMOU).
- Researches and responds to inquiries and does problem solving.
- Retrieves paid vouchers from files on request.
- General data entries as required into Kual Financial System (KFS) Computron and related systems.
- Other related duties as assigned.

## Qualifications

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- 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.