



Job Title	Senior Procurement & Payables Administrator: Federal
PVN ID	RF-2304-005563
Category	Clerical/Office Services
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Procurement & Payables
Status	Full Time
Annual Salary	\$64,818.58 - \$86,226.56
Hour(s) a Week	35
Closing Date	Oct 03, 2023 (Or Until Filled)

General Description

The Senior Procurement & Payables Administrator is responsible for processing all types of non-payroll payment transactions. The Sr. Administrator assists the department Manager in the development and implementation of Procurement & Payables policies and procedures related to payment processing and serves in an advisory capacity to other Procurement & Payables administrators.

Other Duties

- Reviews, verifies, and prepares payment requests and purchase requisitions/orders for accounting/disbursement action, as initiated by principal investigators or project administrators
- 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 necessary
- 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 initiates problem solving.
- Retrieves paid vouchers from files on request
- General data entry as required into Kuali Financial System (KFS) and related systems
- Assists Manager with implementation of policies and procedures related to payment processing
- Serves in advisory capacity to Procurement & Payables Administrators and provides training as needed
- Runs the recurring payment processes
- Other duties as assigned by Department Managers.

Qualifications

- Bachelor's degree preferred or associate degree with relevant amount of work experience in appropriate functional areas
- Minimum of four years' related experience in Purchasing or Accounts Payable functions
- 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