

Job Title	Manager of Accounts Payable & PCard Services
PVN ID	RF-1908-003232
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Finance
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 25, 2019 (Or Until Filled)

General Description

SUMMARY:

The Manager of Accounts Payables and PCard Services will reconcile the operations and activities of the Accounts Payable and PCard Systems. This position requires the ability to evaluate current processes against regulations and recommend modifications for improvement.

Other Duties

DUTIES & RESPONSIBILITIES:

- Manage the staff and operations for Accounts Payable processing functions and PCard administration. Also, the Manager will handle the higher priority payments and ACH returns
- Responsible for the maintenance of disbursement records, analysis of vendor payment issues, the issuance and mailing of checks, electronic transmission of ACH and preparation of wires
- Manage Purchase Card process including the issuance and suspension of PCards, record retention in PCard database, related banking correspondence, physical control of cards, monthly and annual management reports, and customer support. Candidate must be invested in delivering high-quality customer service to field and internal customers and must be able to provide strong training in this area
- Act as Internal Revenue Service contact lead for TIN matching process for 1099 preparation. Supervise the review, printing, and mailing of 1099 forms to vendors and ensure compliance with IRS regulations
- Supervise the 1042s form preparation, printing and mailing process to foreign nationals to ensure compliance with IRS regulations. Reconcile weekly tax withholding submission to the IRS for NRA
- Perform quarterly review of employee status overlap between W-2 and 1099 to determine adjustments needed
- Reconciliation of Accounts Payable account 2001 to open invoice report, investigate and reconcile discrepancies

- Responsible for analyzing and ensuring follow up for aged transactions in Concur
- The Manager is to analyze, make recommendations, and document new procedures to address system upgrades and changes for AP in conformity with RF and IRS regulations
- Supervise the preparation, maintenance and use of Sales Tax-Exempt forms for all states applicable for grants staff travel
- Reconciliation of retiree health and cobra direct debits monthly
- Candidate must be fully cross trained on various functions within division including non-resident alien tax withholding rules and remain up to date
- Oversee the execution of Event Management System refunds.
- Other duties as assigned

Qualifications

QUALIFICATIONS:

- Bachelor's Degree in Accounting from accredited institution
- Three years' experience working in non-profit / higher education accounting capacity
- Experience and high comfort level with computer-based accounting systems
- Working knowledge of 1099 and 1042s requirements
- Management and supervisory experience a plus
- The successful candidate must possess the ability to exercise good judgement, work independently and meet strict deadlines for management and those imposed by IRS regulations.
- Must possess excellent customer service skills and can handle escalated issues and the ability to interact with staff in both a collaborative capacity as well as team lead
- Candidate must have a high level of comfort creating training videos and deliver professional presentations