
Job Title	Manager of Accounts Payable & PCard Services
PVN ID	RF-1910-003316
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 07, 2019 (Or Until Filled)

General Description

SUMMARY:

The Manager of Accounts Payables and PCard Services is responsible for reconciling 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:

- Act as Internal Revenue Service contact lead for 1099 and 1042 annual form processing and interpret IRS regulations and ensure compliance for annual processing of 1099 forms for vendors and 1042 forms for foreign nationals.
- Responsible for ongoing TIN matching with the IRS to ensure integrity of data used to create 1099 forms to vendors and IRS.
- Manage the staff and operations for Accounts Payable processing to ensure accurate processing of payments. This includes daily releasing of payments and follow up for returned ACH and returned checks.
- Supervise Purchase Card staff and process which includes the issuance and suspension of PCards, record retention procedures, PCard database maintenance and ageing, related banking correspondence, physical control of cards, monthly and annual management reports, and customer support. Individual must be invested in delivering high-quality customer service to field and internal customers and must be able to provide strong expertise and training in this area.
- The Manager will evaluate procedures and make recommendations for upgrades and changes to processes to conform with RF and IRS regulations on an ongoing basis.
- 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

- 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
- Reconciliation of Accounts Payable account 2001 to open invoice report, investigate and reconcile discrepancies
- Responsible for analyzing aged transactions in Concur and find processes and reporting to alleviate the bottlenecks
- 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
- Manager must be fully cross trained on various functions within division, document all procedures, create training documents and train staff when necessary.
- 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