
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	Nov 30, 2025 (Or Until Filled)

General Description

The purpose of the Administrator of Procurement and Accounts Payable position is to support the procurement lifecycle and ensure timely and accurate procurement and accounts payable transactions. The incumbent will create, review, analyze, and process a broad variety of procurement and accounts payable requests and transactions. This position reports to the Manager of Procurement and Accounts Payable. The incumbent will be proficient in financial and procurement transactions, will have strong understanding of general accounting principles, will exercise substantial independent judgement in the fulfillment of duties and responsibilities, will demonstrate high personal integrity and ethical standards in handling financial transactions, and will ensure compliance with all relevant regulations and policies. The incumbent will timely and accurately process assigned procurement and accounts payable transactions, will identify and report business risks, and will contribute to organization's customer service excellence and overall financial performance.

The Department processes approximately 75,000 transactions for the total business volume of approximately \$200M in non-payroll accounts payable and procurement annually for the sponsored programs of the City University of New York and has 25 staff members.

Other Duties

Procurement Duties:

- Review, verify, prepare, process requests for procurement of goods and services, including purchase requisitions, purchase orders, supplier contracts, construction contracts, leases, travel services.
- Ensure compliance with the RFCUNY procurement policy and procedures; federal, state regulations, policies, procedures; and sponsors' requirements.
- Obtain additional documentation as needed in support of the transactions requested.
- Review and verify fiscal reports, grant award documents, sponsor regulations and requirements.
- Review and approve purchasing card transactions and reports; request and obtain additional supporting

documentation as required. Follow up on late statement submissions.

- Consult and coordinate with internal departments including Grants & Contracts, Legal and Finance, as well as CUNY offices, as needed.
- Research and respond to inquiries; troubleshoot and solve problems.
- Track and expedite orders to ensure timely delivery.
- Perform general data entries in the financial and related systems.
- Perform supplier setup, maintain supplier records and assist in supplier onboarding.

Accounts Payable Duties:

- Review, verify, prepare, process invoice payments, travel and business expense reimbursements, other A/P payment requests from suppliers and end-users, for accounting/disbursement action.
- Set up and process recurring payments
- Review and verify invoices and payment requests for accuracy and completeness.
- Review and verify accounting information.
- Obtain additional documentation as needed in support of requested payments.
- Review supplier and transaction details for proper recording of 1099-reportable payments.
- Match invoices to purchase orders and receiving documents.
- Process payments in accordance with payment terms.
- Reconcile supplier statements, resolve discrepancies, credit holds.
- Ensure payees are compliant with applicable regulations and eligibility requirements.
- Maintain accurate records of transactions, compliance and confidentiality.

Reporting, Analytical and Other Duties:

- Utilize RFCUNY's systems and available software (including but not limited to Excel) to generate relevant reports and metrics for end-users, suppliers, and internal use.
- Analyze historical purchases, payments and records as needed / as requested.
- Assist with year-end closing and reporting activities and audits.
- Other related duties as assigned

Qualifications

- Bachelor's degree in Business Administration, Accounting, Finance, Supply Chain Management or related field and 0-2 years of relevant experience, or Associate's Degree in Business Administration, Accounting, Finance, Supply Chain Management or related field and 2+ years of relevant experience.
- Advanced technical skills and proficiency in office software
- Understanding of general accounting principles and ability to understand financial reports
- Familiarity with ERP or procurement systems such as Workday or Jaggaer preferred
- Supplier relationship management, contract management experience preferred.

Skills:

- Attention to detail and high level of accuracy
- Strong positive customer relationship skills
- Analytical and quantitative skills
- Advanced Excel skills

- Teamwork
- Customer focus
- Problem-solving
- Excellent organizational skills, time management abilities, verbal and written communication skills
- Ability to work independently and collaboratively and manage multiple priorities in a fast-paced setting
- Ability to quickly learn and use complex enterprise systems and software