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<b>Job Title</b>	Manager, Procurement & Payables
<b>PVN ID</b>	RF-2304-005561
<b>Category</b>	Managerial and Professional
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Procurement & Payables
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$108,275.00 - \$126,320.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 03, 2023 (Or Until Filled)

## General Description

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This is a supervisory position reporting directly to the Director of Procurement and Payables; exercising substantial independent judgment in the fulfillment of duties and responsibilities assigned. The position oversees the Department of Procurement and Payables, a service unit of the Research Foundation. The position is charged with a full range of managerial and supervisory responsibilities, including communicating to staff members the mission of the Foundation and the purpose, policies, and processes of the work unit.

## Other Duties

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- Directs and trains staff in the activities of the Department
- Supervises the staff of the Department
- Responsible for timely processing of all requests from field and RFCO for purchase orders and non-payroll payments including -- vendors, stipends, scholarships, honoraria, and independent contractors
- Designs and implements customer service programs to insure the highest level of service to the field
- Designs and recommends new systems for implementation, as well as enhancements to existing systems to upgrade or add efficiencies to processing of purchase orders/payment requests such as e-Procurement, scanning, document tracking, and automated payment processing
- Designs and manages web-based systems to insure timely information flow to users
- Recommends changes to policy or procedures to improve efficiency/effectiveness of workflow within RF and its community of researchers, while complying with sponsor regulations/guidelines
- Designs and maintains databases to provide timely management of field reports and statistics on business activities. Establishes and tracks benchmarks
- Trains Grants & Contracts and Finance staff as needed
- Other duties as assigned

## Qualifications

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- Baccalaureate degree, preferably in Business Administration or related discipline
- Experience in sponsored programs administration a plus
- Minimum ten years' experience in an administrative environment (purchasing, A/P or other appropriate field)
- Computer literate, Kuali Financial System (KFS) experience a plus.
- Excellent communication and interpersonal skills
- Ability to work well under pressure