Job Title	Assistant Director, Procurement & Accounts Payable
PVN ID	RF-2506-006877
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Procurement & Payables
Status	Full Time
Annual Salary	$117,442.00 - $156,589.00
Hour(s) a Week	35
Closing Date	Aug 05, 2025 (Or Until Filled)

General Description

The Assistant Director of Procurement and Accounts Payable is a senior strategic leadership role, reporting to the Director of Procurement and Payables of the Research Foundation of the City University of New York (RFCUNY). The incumbent will assist the Director in developing the procurement strategy, policies, procedures, business processes, and systems. The incumbent will have a high level of responsibility in driving operational efficiency, developing metrics, analytics and reports, managing personnel and key performance indicators, contributing to the organization's customer service excellence, overall financial performance, executing RFCUNY's procurement strategy and policy and ensuring timely supplier payments to optimize cost, quality, and delivery of goods and services. This individual will have a high level of judgment and financial responsibility and will lead a team of procurement professionals, manage supplier relationships, and ensure compliance with all relevant regulations and policies.

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. The incumbent is charged with a full range of managerial and supervisory responsibilities, including supervision of managers and departmental staff, communicating to staff members the mission of the RFCUNY and the purpose, policies and processes of the Department.

Other Duties

Strategic Procurement Leadership:
• Assist the Director with the development and implementation of a comprehensive procurement strategy and policies aligned with the company's overall business objectives.
• Develop and implement sourcing strategies, including RFPs, RFQs, and contract negotiations.
Systems and Data Analytics:
• Analyze the procurement portfolio, identify trends and opportunities for systems and process efficiency

improvements and optimization of procurement practices.

• Develop and monitor key performance indicators (KPIs) to measure procurement and accounts payable effectiveness.

• Develop, run, analyze complex spend and procurement reports, statistics and databases for internal and external use.

• Analyze business processes and system performance and provide suggestions for system upgrades, process optimization, automation and improvement of efficiency.

Supplier and Customer Relationship Management:

• Build and maintain strong relationships with customers – Principal Investigators, Grants Officers, researchers at CUNY; peers within RFCUNY; and key suppliers.

• Evaluate supplier performance, risk and identify opportunities for improvement.

• Negotiate favorable contracts and agreements with suppliers.

Team Leadership and Development:

• Lead, mentor, and develop a high-performing procurement and accounts payable team.

• Set clear performance expectations and provide regular feedback.

• Foster a culture of collaboration, innovation, and continuous improvement.

Procurement Operations and Compliance:

• Oversee the procurement and payables process from requisition to payment, including but not limited to, Purchase Orders, Procurement Contract, Procurement Card, invoice payments, travel and business expense reimbursement, stipend and miscellaneous payments.

• Ensure compliance with all relevant regulations, policies, and procedures and sponsors' requirements.

• Implement and maintain effective procurement systems and tools.

• Manage procurement budgets, control costs and processing times.

Cross-Functional Collaboration:

• Collaborate with other departments, such as Grants & Contracts, Finance, Legal, HR, to ensure alignment of policies, practices, systems and efficiency.

• Provide procurement expertise and support to internal stakeholders.

• Participate in cross-functional projects and initiatives.

Risk Management:

• Identify, assess, and mitigate procurement-related risks.

• Develop and implement risk management strategies.

• Ensure business continuity in the event of external disruptions.

Other:

• Perform other tasks as assigned.

Qualifications

• Bachelor's degree in business administration, supply chain management, or a related field (Master's degree preferred).

• Minimum of 10 years of progressive experience in procurement and financial management, with at least 5 years in a leadership role.

• Experience with research or sponsored programs administration in a large higher education organization preferred.

• Proven track record of developing and implementing successful procurement strategies.

• Strong positive customer relationship skills.

• Strong negotiation, contract management, and supplier relationship management skills.

• Excellent analytical, problem-solving, and decision-making skills.

• Strong leadership, communication, and interpersonal skills.

• Proven ability to lead and mentor a team in a high-volume, high-pace environment

• Knowledge of procurement best practices, technologies, and trends.

• Proficiency in procurement software and ERP systems. Workday or other complex ERP or corporate financial and procurement systems experience a plus.

• Experience or proven ability to develop complex data analysis and reports.

• Professional certifications are highly desired.

• Experience with international procurement and logistics is a plus.

• Legal experience with independent contractor agreements a plus.

SKILLS:
• Strategic thinking
• Negotiation
• Customer focus
• Data analysis
• Problem-solving
• Leadership
• Communication
• Personnel management
• Advanced level Excel skills
• Risk Management
• Ability to work well under pressure
• Able to oversee and manage high volume accounts payable processing