

# Building Service 32BJ Benefit Funds

## Job Description Posting

### Training Fund

|               |                                    |
|---------------|------------------------------------|
| Job Title:    | <b>Accounts Payable Supervisor</b> |
| Grade:        | <b>TBD</b>                         |
| Department:   | Accounting/ Finance                |
| Reports To:   | Controller                         |
| FLSA Status:  | Management -Exempt                 |
| Posting Date: | January 30, 2020                   |

The Accounts Payable Supervisor of the position includes overall supervision of Accounts Payable processing including supervising Accounts Payable staff, monitoring workflow and processing and payment as needed. In addition, monitors and oversees the Funds electronic invoice routing and approval system and is responsible for user training and support both within the accounting department and throughout the organization and the troubleshooting and research of system and accounts payable issues and problems. This position reports to and receives general supervision/guidance from the Controller.

#### **Key Competencies:**

- Responsible for overseeing timely processing and payment of AP invoices
- Review of weekly payments (checks/ACH/wire/credit card), ensuring accuracy of invoice data entry and that all approvals are in line with the company's limits of authority
- Manage and distribute workload for the AP Department and ensure proper cross-training
- Supervision of AP Staff, providing guidance in efforts around problem solving and troubleshooting, collaborating with other teams as necessary
- Assist with annual financial statement audit and other periodic audits by outside agencies
- Work effectively with Purchasing and Receiving departments, minimizing invoices that are placed on the AP problem log when they cannot be properly matched to receipt quantity or pricing on the purchase order
- Prepare and analyze weekly and monthly metrics for the AP Department
- Assist with month-end close process (reconcile monthly AP subledger to General Ledger)
- Review and maintain current AP processes and provide suggestions of opportunity for improvement and automation
- Responsible for hiring, training and developing AP Staff
- Interface effectively with other Finance Department Staff
- Ensure related AP inventory receipt GL accounts (2011/2013) are reconciled and transacted timely as well as kept current
- Oversee timely and accurate completion of annual 1099/1096 filing

#### **Technical Skills:**

- High Level of proficiency in Microsoft office, including Excel, Word and Outlook.
- Basic Knowledge of ACCPAC (or equivalent) strongly preferred.
- Accounts payable processing knowledge / background
- Strong analytical, problem solving and decision making skills.
- Ability to prioritize work and meet deadlines
- Excellent organizational skills
- Detail oriented with strong ability to multitask

#### **Interpersonal Skills:**

- Strong oral and written interpersonal skills.
- Demonstrated customer service orientation
- Works well w/ a variety of staff
- Gears communication to the need of others.
- Ability to work independently and as a team player.
- Ability to effectively operate in a fast paced work environment.

#### **Qualifications and Core Competencies:**

- Associate Degree Required/Bachelor's Degree Preferred
- 6-7 years of experience in contract administration and accounts payable
- English (must read, speak, write and understand)
- Strong vendor negotiating skills
- Strong math skills
- Strong writing skills
- Inform management of potential issues
- Respects timelines set to complete work projects
- Prioritizes work flows & escalates time sensitive matters
- Consistently shares issues and problems with director and Accounts Payable, always providing a potential solution.
- Writes clear & concise e-mails / letters / correspondence
- Uses technology such as word processing, spreadsheets and email to access and communicate information.
- Seeks ways to work more efficiently and effectively while not losing site of departmental goals
- Follows up w/ requests from other departments /Insurance Broker/Director of Finance for information / reports
- Assists co-workers when necessary

Candidates may submit their cover letter and resume to [jobpostings@32bjfunds.com](mailto:jobpostings@32bjfunds.com) prior to closing date. Only those candidates under consideration will be contacted. No phone calls please.