



VACANCY ANNOUNCEMENT

Professional Services Specialist 3, Administrative Services

Job Number: 498424
Category: Professional
Department: Accounts Payable
Close Date: 04/03/2023 (11:55pm)
Location: Glassboro, NJ

Summary:

The Accounts Payable department of the Finance Division is responsible for the approving, disbursing, and accounting for all cash disbursements for the University. Under the general supervision of the Director for Accounts Payable, the individual will independently perform professional duties and responsibilities that revolve around technical function, cash disbursement and distribution, cross training within Accounts Payable department, processing of documents, IRS compliance and vendor maintenance while using established policies.

Responsibilities:

- Responsible for monthly audit of all transactions, vendor profile, and supporting documentation entered in Banner in a calendar year to ensure 1099 tax forms are in compliance with IRS regulations.
- Ensure the accurate and timely filing of all annual IRS 1099s as well as managing of other associated tax information.
- Accurate disbursement and processing of funds either by check, direct deposit or wire for Rowan University, Rowan Foundation, Rowan Global and South Jersey Technology Park.
- Coordinate and assist with the monthly campus training for all Accounts Payable functions; such as Concur Travel & Expense, ClinCard, Non-PO queues, monthly open houses, FY End topics, etc.
- Review and prepare multiple templates for posting such as catering, refunds, university purchase card, vendors, etc.
- Handle all online banking requests including, but not limited to returned checks, voids, and special transactions.
- Enter and coordinate the timely review of a minimum of 250 – 300 invoices, non-purchase order payment requests, direct payments, prepayments, e-invoices, and travel into the Banner Finance system daily.
- Assist with implementation, maintenance, and testing of department system solutions.
- Communicates frequently with faculty, staff and outside vendors both verbally and in writing on matters relating to accounts payable transactions; acts as a liaison between departments and vendors.
- Follow up with originating department and/or vendors to resolve any discrepancies while prioritizing assignments and deadlines and producing highly accurate work.
- Identify and diagnose problems/issues, determine, and implement appropriate, effective solutions, and provide constructive follow up.
- Interpret and recommend changes in policies and procedures to improve the efficiency and effectiveness of the Accounts Payable functions.
- Maintain confidentiality in communicating sensitive information and handling confidential materials.
- Open, stamp, sort and email incoming paper invoices to designated AP staff members.
- Scan and index all accounts payable documents.
- Perform other special projects as assigned.

Requirements:

- Graduation from an accredited college with a Bachelor's degree preferably in Finance, Accounting or other related field.
- Two (2) years of professional experience in a Finance or Accounts Payable setting using MS Office, Banner Finance, or another similar financial integration system.
- Availability to work evenings, weekends, and holidays.

Preferred Qualifications:

- Ability to accurately identify reportable transactions for 1099 purposes.
- Ability to work as part of a team in a rapidly changing environment.
- Exceptional organizational skills, with a detail-oriented work style.
- Ability to work independently with minimal supervision.
- Ability to meet deadlines and multitask while maintaining workload.
- Excellent oral, written, and interpersonal communication skills.
- Ability to consistently exercise good judgment in a variety of situations.
- Ability to work with a positive attitude, professionalism, and tact.
- Advanced proficiency with Microsoft Office Suite (especially Excel) and detailed knowledge of
- Advancement information systems (preferably BANNER).

Salary:

- Range P21 (Step 1 \$58,031)

Notes:

- Rowan University is an Equal Opportunity Employer and values diverse people and abilities. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position. Candidates must be legally authorized to work in the US, and the university will not sponsor an applicant for a work visa for this position.
- Please note that this position is subject to the NJ First Act, requiring public employees to establish residency in the State of New Jersey. See N.J.S.A. 52:14-7 (L. 2011, Chapter 70) for further information.
- Only completed online applications submitted on or before the posted deadline will be considered.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833)691-0404.

To view the vacancy announcement in its entirety and to apply online, please visit: <https://jobs.rowan.edu/cw/en-us/job/498424/accounts-payable-specialist-pss3as-accounts-payable>