



To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer and is dedicated to the goal of building a culturally diverse staff committed to teaching and working in a diverse environment, and strongly encourages applications from women, minorities, individuals with disabilities and veterans.

Post Date: March 21, 2024

Close Date: Continuous

Job Title: Accounts Payable Specialist

NJ CSC Job Spec Code & Title: 81257 - Professional Services Specialist 3, Administrative Services

Job Category: Classified, Non-Competitive, 35 Hour Workweek

Union Description: CWA

Class Code: 21

Internal Salary Range: P21/\$60,062.18 - \$85,033.04

External Salary Range: P21/\$60,062.18 - \$68,385.80 (Steps 1-4).

The internal salary range is used for applicants who are current NJ state employees with underlying classified status for promotional calculations who meet the requirements below.

The external salary range is used for candidates who are not NJ state employees who meet the requirements below.

Position Summary:

The College of New Jersey's Treasurer's Office is responsible for the College's strategic financial planning, including investments and debt management, internal auditing, accounting, budgeting, procurement services, student accounts and payroll. We strive to execute our fiduciary responsibilities effectively by engaging in continuous process evaluation and improvement and by providing a wide array of value added and customer-centered support services for students, faculty, staff and external constituents.

Under the direction of the Assistant Controller, the Accounts Payable Specialist is responsible for the entry, analysis and maintenance of invoices and reimbursements on the Accounts Payable team. The selected candidate will review weekly disbursements, provide monthly and year end close support, and will work closely with multiple units within the Finance & Business Services team.

Main Responsibilities:

- Review and enter invoices and payment requests into Oracle ERP for multiple business units.
- Verify and reconcile outstanding invoices, reimbursements, purchase orders, and supplier statements.
- Responsible for voiding/re-issuing lost or stale dated payments.
- Manage student workers and assign tasks in support of weekly payment run.
- Collaborate with various departments, campus community or suppliers to resolve discrepancies or inquire for payment status.
- Consult with senior leadership on issues, discrepancies, and problems with weekly payment run and make recommended changes.
- Facilitate payment of suppliers, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies.
- Prepare and provide reports to supervisor and other senior leadership.
- Assist in the development of policies and procedures for the department and Accounts Payable function.
- Implement policies and procedures and be the primary trainer for the department regarding all Accounts Payable functions.



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- Perform other related duties as required.

Required Qualifications:

Education: Graduation from an accredited college or university with a bachelor's degree

Experience: 2 years of professional experience working in one or a combination of the following areas: technology management, public administration, fiscal management; or in a related area.

Substitution: Applicants who do not possess the required education may substitute additional professional experience on a year-for-year basis with one year of such experience being equal to 30 semester hour credits. An associate's degree and two years of additional professional experience may be substituted for a bachelor's degree. A master's degree may be substituted for one year of experience.

Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.

Preferred Qualifications:

- Experience in project management and tools, with a focus on implementation and execution, preferably in the non-profit, higher education or finance industry.
- Strong organizational skills, attention to detail, and the ability to manage multiple projects with changing priorities across a variety of functions
- Ability to develop and maintain collaborative relationships at a variety of levels both within the organization and with campus partners.
- Excellent writing and communication skills, including proven ability to prepare and present clear and concise reports to senior management.
- Advanced ability to use Microsoft Suite, including Word, Excel, and PowerPoint.
- Demonstrated ability to manage competing priorities involving a wide range of projects while managing senior-level stakeholder expectations with tight schedules/deadlines.

Employer Qualifications:

- Final offer of employment is contingent upon the successful completion of a background check and reference checks.

Residency Requirement:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

About TCNJ:

TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. TCNJ currently is ranked as one of the 75 "Most Competitive" schools in the nation by Barron's Profiles of American Colleges and is rated the No. 1 public institution in the northern region of the country by U.S. News & World Report. TCNJ was named the #10 value in public higher education by the Princeton review in 2009 and, in 2006, was awarded a Phi



Beta Kappa chapter - an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools - Arts & Communication; Business; Education; Humanities and Social Sciences; Science; Nursing, Health, and Exercise Science; and Engineering. TCNJ faculty members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty and has 39 major buildings.

Employee Benefits:

As a member of The College of New Jersey Community, you will be a part of an exciting and rewarding public university career. Eligible full-time employees will be able to take advantage of a generous benefits package that includes health, welfare, and retirement benefits, including:

- Comprehensive benefit plans covering medical, dental and prescription plans
- Generous leave entitlements program and Energy Savings Program
- Employee and dependent Tuition Waiver and Reimbursement Program
- Pension, retirement, and deferred compensation plans, group life insurance
- Employee Assistance Program (EAP)
- Employee affinity groups
- [New Jersey State Employee Discount Program](#) (Pet insurance, cell phone plan discounts, discounted amusement park tickets, etc.)
- Access to extensive learning opportunities

To view a comprehensive list of benefits available to employees, visit our [Health Benefits Plans and Programs](#) page to learn more!

Application Instructions:

Qualified candidates should apply online at: careers@tcnj.edu and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable candidate is selected.

SAME Applicants:

If you are applying under the New Jersey "SAME" program, your supporting documents (Schedule A or B letter), resume (CV), as well as the names and contact information for three professional references by the closing date listed above to: same@tcnj.edu. 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.