



VACANCY ANNOUNCEMENT

Program Assistant, Administrative Services

Job Number: 498915
Category: Professional
Department: Accounts Payable
Close Date: 10/04/2023 (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 Accounts Payable Supervisor, 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:

- Enter and coordinate the timely review of a minimum of 250 – 300 invoices, non-purchase order payment request, direct payments, prepayments, e-invoices and travel into the Banner Finance system daily.
- Accurate disbursement and processing of funds either by check, direct deposit or wire for Rowan University, Rowan Foundation, and South Jersey Technology Park.
- Assist with implementation, maintenance and testing of department system solutions.
- Coordinate and assist with the monthly campus training for all Accounts Payable functions; such as but not limited to Concur Travel & Expense, ClinCard, NonPO queues, monthly open houses, FY End topics.
- Audit all paid transactions, vendor profile and supporting documentation entered in Banner in a calendar year to ensure 1099 tax forms are in compliance with IRS regulations.
- 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.
- Provide backup support to the department, prepare department associated journal entries and generate excel reports as needed.
- 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.
- 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.
- Availability to work occasional evenings, weekends, and holidays.

Preferred Qualifications:

- 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).
- Experience working with a Travel Management Software like Concur.

Salary:

- Range P16 (Step 1 \$46,431)

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.
- 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/498915/program-assistant-accounts-payable>