

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Professional Services Specialist 3, Admin. NE – Accounts Payable (Classified)

Requisition Code:

492309

Location:

Galloway - Main Campus

Job Category:

Professional

Department:

Accounts Payable

Salary:

Based on NJ Civil Service Commission regulations and is accompanied by an extremely competitive University benefits

Work Hours:

M-F, 9a-5p

Posted Date:

3/10/2023

Close Date:

3/31/2023

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

The Professional Services Specialist 3 (PSS3) Admin. NE reports to the Accounts Payable Manager and requires the handling of diverse responsibilities in a high-volume department. Duties of the position include: 1) working with software under Disbursements' purview, such as the Banner Finance Accounts Payable module, Bank of America WORKS for Pcards, and Chrome River; 2) training and creating training materials; 3) handling University travel reimbursements, and 4) processing payments against contracts, memberships, and direct pay documents. The PSS3 will work closely with the campus community to provide the highest level of customer service.

Descriptions of Essential Duties/Responsibilities:

- Review and interpret the policies/procedures of the University, including federal and state regulations to process and approve assigned documents for payment
- Accurately and efficiently process payments for all chart of accounts. Audit and process documents using various university software, including closing Pcard transactions. Reconcile, audit, and process complex travel transactions, and reconcile accounts
- Audit and process construction payments. A single payment may be in excess of \$1M. Perform special handling through Facilities Planning to maintain compliance with the University, state, and federal policies. Identify any clerical errors, omissions, duplications, required signatures, or other irregularities. Initiate action through correspondence or personal communication with the Budget Office, the Facilities Department staff, or vendors. Monitor transactions to prevent any delays in payment to the vendor or expense charges to the departments
- Pcard-Assigned Administrative Duties: Evaluate cardholders' current threshold limits and review the Divisional Executive's (DE's) authorization, including approved travel. Provide authorization to make increases or decreases to credit card limits. Demonstrate knowledge of systems, policies, and procedures and exhibit high levels of responsibility
- Audit and process travel through Chrome River expense reports to maintain compliance with the University and federal IRS policies. Confirm receipts and Pcard reconciliations to ensure that they are complete and have been reviewed for errors, omissions, and duplications. Address issues/questions through correspondence or personal communication with department staff or vendors. Responsible for monitoring employee reimbursement transactions to avoid delays in payment
- Reconcile Pcard transactions which contribute to Stockton's revenue-generating program based upon the volume of transactions and amount of overall spend. Ensure compliance with internal policies and procedures to prevent any State audit findings
- Make independent decisions on the best method to assist individuals with issues or questions regarding the various functions of Disbursement Services. Responsibilities include, but are not limited to, training and verbal/written communication on an individual or group basis
- Chrome River: Modify the system to add new fund or org numbers; confirm accuracy in Banner; identify Budget Unit Managers, and assign accounts to end-users
- Review and evaluate each payment to compile statistical data for posting the accrual or prepayment. Accuracy is critical since information is for the University's financial statements
- Develop resources and training materials for publication. Organize and provide training related to assigned responsibilities (e.g., Finance BUG trainings/group meetings)
- Make recommendations and consult with supervisor on new processes, issues, or concerns. Provide recommendations and suggestions for improvement

- Participate in the hiring of student workers. Assign and review the work of student workers. Monitor their work and provide feedback for any areas of concern or recommendations for job performance
- Other Duties as Assigned
- Support Stockton University's diversity commitment and strong student-centered vision and mission

Required Qualifications

- Bachelor's degree from an accredited college/university or equivalent experience
- Two (2) years of professional experience with different aspects of administration and business practices
- Excellent verbal, written, and communication skills, and exceptional customer service
- Ability to implement or provide instructions on new software or processes
- Ability to work accurately with numbers, and review/interpret policies/procedures and state/federal regulations

Note: Applicants who do not possess the required education may substitute experience on a year-for-year basis

Preferred Qualifications:

- Experience in higher education
- Experience in Banner Finance

How To Apply:

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF.

1. A letter of interest describing specific skills and experiences
2. A current resume
3. A list of three recent professional references (included in the application): Name, Organization, Email Address and Telephone

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B), 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.

Click [here](#) to apply.

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for

University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.

- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASF SR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASF SR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.