

FULL TIME POSITION:

Accounts Payable Officer Financial Management and Administration

Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

Job Description:

SBS is seeking an Accounts Payable Officer who will report to the Fiscal Director and Accounts Payable Supervisor, the selected candidate will process payments to vendors with contracts or purchase orders in compliance with the Directives of the City Comptroller and Department procedures.

Specifically, the functions of the Accounts Payable Officer will be to:

- Process payments to approved contracts/vendors through the FMS system expeditiously and accurately
- Copy and distribute approved payments from the FMS system to the accounting unit and files supporting documents accordingly
- Analyze contractors' Monthly Financial Report and other documents to ensure accuracy and acceptance of data
- Review supporting documents/reports in order to distribute payments to respective vendors/contracts. Check FMS to ensure fund availability before processing/entering payment in FMS
- Respond to contractor/vendor inquiry regarding payments and other related matters
- Determine total payment due to Contractor's by reviewing approved Milestones
- Maintain files and records according to Department procedures
- Coordinate with Supervisor to ensure contract close out payments are done diligently and accurately
- Perform special Fiscal projects as needed

Preferred Skills:

- Outstanding interpersonal and communications skills
- Excellent MS Excel, Word and Outlook skills
- Experience working with diverse groups of people
- Strong work ethic and attention to detail
- Ability to organize and drive projects to timely completion
- Previous accounts payable experience and familiarity with FMS system

Qualifications:

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.



2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty;

How to Apply:

To apply for this position, ALSO email your resume and cover letter including the following subject line:

Accounts Payable Officer - FMA to: careers@sbs.nyc.gov

ALSO:

- **For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and apply for this position by entering Job ID: 117522
- **For Current City Employees:** Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities > Careers, and search for the specific Job ID:117522

Salary range for this position is: \$27.37/hourly (averages to \$50,000 annually). Holidays are not paid until the completion of 18 months of City employment.

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment (does not apply to all positions)

If you do not have access to email, mail your cover letter & resume to:
NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038