

## **FULL TIME POSITION: ACCOUNTS PAYABLE OFFICER**

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### **About NYC SBS:**

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

SBS is the primary city agency leading the recovery and resiliency efforts for small businesses. SBS is closing out a \$60 million loan and grant recovery program, with Community Development Block Grant (CDBG) Disaster Recovery funds provided by the U.S. Dept. of Housing & Urban Development (HUD). Additionally, a new micro-grant program will roll out in the summer of 2016 through the Business Preparedness and Resiliency Program (Business PREP).

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### **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, Federal, and Department procedures. This position will support transactions related to delivery of the loan/grant and micro-grant programs described above, in close collaboration with the Business PREP program team.

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

- Process payment vouchers expeditiously and accurately to approved contracts/vendors using the City's Financial Management System (FMS3);
- Analyze contractors' Monthly Financial Report and other documents to ensure invoices are properly supported with back-up documentation;
- analyze and review procurement documents to determine validity of items being invoiced;
- Copy and distribute approved payments from the FMS system to the accounting unit and file supporting documents accordingly;
- Track payments and expenses for each contract or vendor and ensure it does not exceed the budget line;
- Check FMS to ensure fund availability before processing/entering payment in FMS and inform procurement and budget units to increase or decrease encumbrances for contracts/vendors;
- provide copies of vouchers/invoices and amount paid to OMB and budget unit for grant reimbursement;
- 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



**Minimum Qualifications:**

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law. A law degree may be substituted for six months of experience; or
  2. A four year high school diploma or its educational equivalent and four years of full-time satisfactory professional, technical, or administrative experience in one or more of the fields mentioned in "1" above.
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**PLEASE NOTE THIS POSITION WILL BE AVAILABLE ON JULY 1, 2016.  
THIS IS A 2 YEAR GRANT FUNDED TEMPORARY POSITION.**

**How to Apply:**

**Salary commensurate with experience**

To apply, **please email** your resume and cover letter including the following subject line:  
**Accounts Payable Officer, Hurricane Sandy Disaster Recovery** to: **careers@sbs.nyc.gov**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job Title: **Accounts Payable Officer**

All Other Applicants: Go to [NYC Jobs](#) search for Job Title: **Accounts Payable Officer**

**NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT**

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.**

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