

FULL TIME POSITION: Accounts Payable Officer

About NYC SBS:

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 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.

SBS is the primary city agency leading the recovery and relief efforts for small businesses. SBS is now rolling out an \$80 million loans/grant program, with Community Development Block Grant (CDBG) Disaster Recovery funds provided by the U.S. Dept. of Housing & Urban Development (HUD).

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 new loan/grant program described above.

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:

- 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

- 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; or

How to Apply:

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

ALSO Apply to:

- **For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and apply for this position by entering Job Title: Accounts Payable Officer
- **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 Title: Accounts Payable Officer

Salary: Commensurate with experience

****As this position is grant-funded, it is limited in time to the duration of the grant.***

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