



Mayor Mike Spano

CITY OF YONKERS

John A. Liszewski
Commissioner of Finance

DEPARTMENT OF FINANCE AND MANAGEMENT SERVICES

One Larkin Center

Third Floor
Yonkers, NY 10701

Tel. 914.377.6168

Fax 914.376.8218

SUPERVISOR ACCOUNTS PAYABLE

- **Type:** Full Time
- SEIU Grade 10 Range \$70,162 - \$82,544

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for detailed financial clerical work, within the Finance Department, that requires a high degree of accuracy. The work includes planning and supervising the work for the employees engaged in the auditing and processing of all accounts payable claims for the City and Board of Education. While the ability to exercise independent judgment and make independent decisions is a requirement, general supervision is received from the Senior Supervisor of Accounts Payable &/or the Director of Accounting. Direct supervision is exercised over assigned personnel.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises, plans and distributes work personnel engaged in the payment of all claims against the City and BOE; Directs and verifies the posting of claims and checks contracts, claims and payments against budget appropriations; Prepares check runs and EFT payments weekly. Answers inquiries of vendors and contractors, advises City departments of claims and secures approval for payment of purchases; Prepares, maintains and submits special accounting, monthly and quarterly reports and departmental records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and procedures used in bookkeeping, financial and clerical records; Good knowledge of the rules and regulations affecting contract claims; Ability to plan, supervise and organize the work of others; Ability to communicate effectively; Ability to follow complex oral and written instructions; Tact; courtesy; integrity; accuracy; good judgment;

SUPERVISOR ACCOUNTS PAYABLE MINIMUM QUALIFICATIONS:

EITHER A) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree and two (2) years of accounts payable bookkeeping experience, one (1) year which must have been in a supervisory capacity; or B) Graduation from high school or possession of a High School Equivalency Diploma and four (4) years of experience as described in (A), one (1) year of which must have been in a supervisory capacity; or C) Six (6) years of experience as described in (A) and (B), one (1) year of which must have been in a

supervisory capacity; or D) An equivalent combination of education/training and experience as defined by the limits of (A) through (C).

Each interested candidate is asked to submit their resume along with a cover letter that specifies how they meet the minimum requirements to:

Jenna Nassar 1 Larkin Center, 2nd Floor Yonkers, NY 10701

Or e-mail to jenna.nassar@yonkersny.gov