

# USA

# Director, Accounts Payable

2020-7348

3 weeks ago

US-NY-New York	<b>Department</b>	Procurement and Payables	<b>School/Division</b>	Office of the SVP Finance and Budget/Chief Financial Officer (WS2704)	
<b>Compensation Grade</b>	Band 54	<b>Union</b>	N/A	<b>FT/PT</b>	Full-Time
<b>Category</b>		Finance/Real Estate/Procurement/Grant Management			

## Position Summary

Lead the University’s Accounts Payable Department to ensure vendor payments and employee reimbursements are issued in a timely, efficient manner in accordance with internal and external policies and procedures. Foster an environment of continuous improvement with respect to internal controls, service delivery, procedures and use of technology. Develop and direct staff including hiring, performance management, conducting training, etc.

## Qualifications

- Required Education:**  
Bachelor’s Degree Finance, Accounting or related area
- Preferred Education:**  
Master’s Degree Finance, Accounting or other related degree

**Required Experience:**  
7+ years relevant professional level experience or equivalent combination. Must include experience leading Accounts Payable, Accounting or other Financial Operations, and managing a large staff.

**Required Skills, Knowledge and Abilities:**  
Ability to develop and effectively communicate policies and procedures to individuals at all levels. Excellent analytical and problems solving skills. Knowledge of financial software applications. Experience establishing, monitoring, and ensuring financial internal controls.

**Preferred Skills, Knowledge and Abilities:**  
Familiarity with PeopleSoft Financial, Jaggaer P2P (formerly SciQuest) applications. Experience leading Accounts Payable in a large, complex organization.

## Additional Information

NYU aims to be among the greenest urban campuses in the country and carbon neutral by 2040. Learn more at [nyu.edu/sustainability](#).

EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity

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