MASSACHUSETTS PORT AUTHORITY
invites applications for the position of:
Senior Accounts Payable Assistant

LEVEL: 3

OPENING DATE: 06/06/14

DESCRIPTION:
The Senior Accounts Payable Assistant at the Massachusetts Port Authority is responsible for processing contract payments, purchase order transactions, request for payment vouchers and other miscellaneous expenditures and the recording of same in the records of the Authority. This position processes payments relative to Massport’s Self-Insurance, OPEB, and RTC accounts.

ESSENTIAL TASKS OF THE JOB:

Processes contract invoices and ensures that operating departments, project managers, vendors, consultants and contractors are in compliance with Massport policies and procedures.
1. Reviews vendor invoices for proper scope, approval, budget coding, and supporting documentation and determines amounts to be paid based on articles of compensation within contract.

2. Maintains spreadsheets and verifies contract/project costs, payments, balances, and other compliance/legal issues. Ensures that Massport disbursements are coded to appropriate posting accounts and funds within the general ledger.

3. Analyzes, researches and responds to internal and external inquiries concerning amounts posted to Massport contracts.

4. Interacts with MPA departments including Project Management/Capital Programs, and Legal regarding contract and project issues. Interacts with internal and external auditors and obtains requested records and documentation.

5. Utilizes on-line ACES system to monitor contract status and works closely with Legal Department to ensure receipt of executed contracts. Prepares Peoplesoft reports as needed.

Ensures that purchase order agreements and transactions are reviewed and processed for payment in compliance with Massport policies and procedures.
1. Reviews invoices for payment and reconciles against corresponding purchase order. Identifies payment terms and possible cash discounts offered by vendors.
2. Interacts with Purchasing personnel and coordinates the processing of payments and the reconciliation of outstanding issues. Contacts MPA field personnel concerning problem accounts and recommends appropriate solutions.

3. Researches past due invoices and resolves discrepancies between Massport documents and vendor records. Responds to internal and external inquiries regarding status and scheduling of payments.

4. Identifies match errors and works with Purchasing group for problem resolution. Recommends adjustments to Accounts Payable Manager to correct discrepancies.

5. Coordinates payment processing between Purchasing staff and outside vendor(s) and assists with the resolution of disputed amounts i.e. unit price, quantity, etc.

**Audits and processes expense reports, business travel account invoices, corporate credit card invoices and petty cash reimbursements ensuring compliance with Massport’s Travel and Business Expense Policy and Procedures.**

1. Reviews and processes Request for Payment requests i.e. seminar fees.

2. Audits expense reports confirming proper approval, compliance with MPA policies and procedures and presence of appropriate supporting documentation i.e. expense receipts and MPA related forms. Verifies accuracy of amounts presented relating to expenses incurred and coordinates final approvals with MPA senior management.

3. Oversees and issues payments for Massport’s credit card accounts i.e. American Express, fuel card account, etc. Manages the reimbursement process in connection with MPA petty cash reimbursements. Ensures compliance with Massport’s policies and procedures.

4. Analyzes and reviews business travel account invoices. Processes travel account invoices for payment and reconciles with corresponding employee expense reporting.

**Processes Request for Payment Requests**

1. Reviews Request for Payment requests confirming proper approval, compliance with Massport’s policies and procedures and presence of appropriate supporting documentation.

2. Reviews amounts requested, payee, remittance address and disposition of checks.

**Reviews and processes payments relative to Massport’s Self Insurance, OPEB and RTC accounts.**

1. Reviews and processes invoices and requests for payments relative to Workers’ Compensation, OPEB and RTC entities. Ensures compliance with Massport policies and procedures.
2. Interacts with Risk Management and Human Resources personnel to ensure the timely disbursement of funds to medical claims processors and Medicare recipients respectively.

SECONDARY JOB TASKS:

Creates on-line control groups and performs data entry of invoices, expense reports, and request for payment vouchers into the PeopleSoft Accounting System.

Executes weekly pay cycle and generates express checks as needed.

Prepares and inputs on-line monthly journal entries for recording to Massport’s General Ledger. Ensures that expenses are posted to the proper fiscal period.

Handles the payment processes for Massport’s coffee, spring water, telephone and UPS accounts.

Participates in the reviews and enhancements to internal operating procedures.

JOB REQUIREMENTS AND QUALIFICATIONS:

EDUCATION: High School diploma required or High School equivalency certificate required. Associate’s Degree in Business or equivalent related work experience preferred.


UNIQUE EXPERIENCE/CERTIFICATION/REGISTRATION:
1. Strong verbal and written communication skills.

2. Working knowledge of word processing, spreadsheets and database applications.

3. Good analytical skills.

4. Ability to pass Massport’s controlled substances tests and background security checks.

SUPPLEMENTAL INFORMATION:
WORK SCHEDULE: Ability to work a 37.5 hour work week. Ability to work additional hours as necessary as work load demands.