

G-37086 Procure to Pay Associate 2 (3)

Description:

Pay group: 32

Location: Syracuse

Supervisor: Robin Chillson

Unposting Date: 10/25/2022

About the Position:

Duties and Responsibilities:

Under general supervision, have the ability to perform administrative and basic Procure to Pay duties including but not limited to:

- General filing
- Order department supplies as approved by management
- Maintain printers
- Perform data entry
- Ensure data is accurate
- Accurately process incoming and outgoing mail
- Effectively communicate with internal and external customers, vendors, and employees
- Process and/or maintain purchase orders, shopping carts, Master Data files, vouchers, invoices and or payment requests
- Scan, register, and verify incoming documents including, but not limited to invoices, vendor records, and purchase orders
- Monitor pending purchase orders, invoices, exceptions, and/or voucher files
- Understanding and adherence to Internal Controls, Accounts Payable Processes, Master Data Processes, and/or Procurement Processes
- Knowledge of basic vendor on-boarding and procurement processes
- Prepare and process daily pay-cycles
- Share knowledge of work processes with co-workers as needed.
- Review, verify, modify and reconcile data in reports and /or spreadsheets
- Research and resolve routine problem resolution
- Execute various reports and analysis as required
- Ability to demonstrate the following communication skills, including, but not limited to good listening, clarity, sensitivity, courtesy, assertiveness and decisiveness.
- Ability to satisfactorily interact with customers and other departments.
- Familiarity with computer applications normally required in a business environment.
- Ability to contact and interact with other departments with courtesy, tact and professionalism.

Job Qualifications:

- Two (2) years' experience as PPA-1

Note: The employee shall progress to a PPA-3 after 2 years as a PPA-1 and 2 years as PPA-2

OR

- 2 years' experience as a PPA-1 and 1 year experience as a PPA 2 and has achieved one of the following levels of education:
 - Business-related AAIAS Degree
 - 60 credit hours toward active pursuit of a business-related BA/BS Degree

Special Note: This posting is for a PPA2 position and waives the 2-year requirement as a PPA1. However, the successful candidate will be required to fulfill 4 years at the PPA-2 level. The employee will progress to the PPA-3 once the employee satisfies 4 years as a PPA-2; OR meets the education requirement to progress to a PPA-3 after three years as a PPA-2.

Only bids received on or before the above close date will be given consideration. Email bids to RecruitingNY@nationalgrid.com or fax bids to (315)401-7890.

Bidders seeking to be considered for posted positions have the responsibility to fully set forth their qualifications on the job vacancy bid form. Candidates will be considered based on their seniority and the information provided on, or attached to, the bid form. Candidates who choose to submit incomplete forms may be deemed unqualified or ineligible for the posted position.

Requisition ID 37086 - Posted 10/19/2022 - (Syracuse Erie Blvd 5210) - United States - New York - Procurement and Contract Management