

G-61731 Procure to Pay Associate 2

Description:

Pay Rate:

Location: Syracuse

Supervisor: Erin Congdon

Unposting Date: 12/10/2024

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:

- Employees will progress to the PPA-3 once the employee satisfies 36 months.

Many of the terms and conditions of employment for this position are defined by the current L97 and/or L97C collective bargaining agreements (CBA's). Employees awarded positions are subject to and bound by the terms of these CBA's as well as other agreements (MOA's, MOU's, ...) between the Company and Union. If you have any questions please contact a L97, L97C Union Steward.

L97C bidding procedure:

All employees who are covered by the terms of the L97C CBA (Gold Book) are required, starting May 5, 2024, to submit job bids on or before the above close date **electronically through the Sodales job bidding system**. Employees must submit bids through Sodales for both Gold and Blue Book positions. The Company will not be accepting bids from L97C represented employees via email, fax or paper going forward. Information on accessing and using Sodales can be found on [Gridhome](#), as well as this link sending you directly to [Sodales](#).

Candidates will be considered based on their seniority and the information provided on your application. Candidates who choose to submit incomplete applications may be deemed unqualified or ineligible for the posted position.

L97 bidding procedure:

All employees who are covered by the terms of the L97 CBA (Blue Book) are required, to submit bids on or before the above close date electronically through Sodales job bidding system (**highly recommended**), emailing bids to RecruitingNY@nationalgrid.com or fax bids to (315)401-7890.

Bidders seeking to be considered have the responsibility to fully set forth your 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.