

# Foundation for the Global Compact

Job Opening | Coordinator, Accounts Payable, Finance and Accounting



**POSTING TITLE:** Coordinator, Accounts Payable  
Finance and Accounting

**LOCATION:** New York, NY

## POSITION SUMMARY

The Coordinator, Accounts Payable is a member of the Finance and Accounting Team, responsible for processing payments and payroll, together with other payments and payroll processing team members of the Foundation. The Coordinator, Accounts Payable reports directly to the Manager, Accounting and receives general and overall guidance from the Head, Finance and Accounting. The ideal candidate will be a hands-on professional with experience in payment processing, payroll processing, , payment runs, and vendor analysis.,

Primary responsibilities of the Coordinator, Accounts Payable include serving as the key focal point for payment processing, vendor creation, payroll upload and recording, credit card expense recording, payable. and accruals journal entries, vendor account reconciliations and other related activities

The Coordinator, Accounts Payable will be in New York, NY and is currently a hybrid position requiring a minimum of three (3) days in-office (with flexibility to choose days).

## DUTIES AND RESPONSIBILITIES

### *Payments Processing*

- Fielding and coordinating Funding Requests (FRs); maintaining FRs schedule with daily and periodic review and maintenance.
- Review and data entry of Funding Requests in the Sage Intacct Accounting System
- Field and code bills and reimbursements
  - (1) Confirm approval,cross reference with Funding Request
  - (2) Verify receipts against reimbursement/travel policy.
  - (3) Assure proper documentation reimbursement/invoice/1099/ contract/ bank details
  - (4) Coding bills and reimbursements to GL/Class/Dept
- Processing new and maintaining current vendor records
- Liasse with staff documentation-Funding Request
- Payment Processing
  - (1) Run AP Detail Report w/Cash Balance.
  - (2) Ensure authorized and approved payment requests.
  - (3) Maintain payment records.
  - (4) Adjust and coordinate returned payments.
- Collate Receipts and code credit card transactions (for monthly import)
- Maintain electronic and physical files

### *Payroll Processing*

*Please, no phone calls or unsolicited e-mails outside of the submission process*

- Collecting and verifying employee and timekeeping data.
- Reviewing computed wages to ensure accuracy and responding to employee inquiries
- Updating payroll information and records as needed.
- Recording and maintaining employee records and payroll transactions.
- Preparing statements reflecting earnings, taxes, and deductions as needed

### *Audit, Due Diligence and Other*

- Ensuring compliance with the Foundation policies, relevant not-for-profit regulations, tax, and applicable rules and laws.
- Preparing payroll reports for management and auditing purposes, including accrued payroll and accrued leave
- Works with the Finance and Accounting team as an integral member, supporting annual financial closure and annual external audit;
- Supports and backstop other finance and accounting activities as needed or required;
- Acts as a backup for Finance staff to ensure proper staffing needs are met;
- Draft and update process description and guidance for review and clearance
- Performs other related activities as required

## RESULTS EXPECTED

- Participation and overall contribution to the activities and services provided by the Finance and Accounting Team. These include:
- Timely payment and payroll processing
- Participation in the year-end audit process
- Support to the data recording and importing into Sage Intacct
- Addressing vendor and supplies inquiries
- Advise in updating and enhancing related procedures.

## CORE VALUES:

- **Integrity:** Demonstrates the values of the United Nations in daily activities and behaviors; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; and takes prompt action in cases of unprofessional or unethical behavior.
- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations.
- **Respect for Diversity:** Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making, examines own biases and behaviors to avoid stereotypical responses, and does not discriminate against any individual or group.

## EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- Bachelor's Degree in Business Administration, Economics, Finance, Accounting or equivalent
- 4+ years of payment processing, payroll computation and processing, accounts payable operations, automated payment processing and batch uploads required
- Working knowledge and hands on experience with payment processing software required
- Knowledge of accounting and / or finance processes and procedures in a fast paced and expanding environment, especially with global nonprofits a plus
- Experience with Sage Intacct highly desirable; other software experience very helpful
- Analytic, energetic, open to learning and development with problem-solving approach is desirable
- Team player, proactive, hands on with strong interpersonal and communication skills.
- Exposure to audit activities, vendor reconciliation, vendor creation, accounts payable, general ledger, and accounting analysis
- Personal qualities of very high integrity, credibility, and unwavering commitment.

## BENEFITS

- Salary Range - \$51,000 - \$65,000
- Retirement Plan – 15% employer contribution after 6 months of services with additional 7.5% matching option.
- Vacation Days - 30 paid days (6 weeks) per year.
- Paid Parental Leave
- Medical /dental/vision employee coverage

## RECRUITMENT PROCESS

- Please include the following materials in your e-mail submission to [UNGC1@unglobalcompact.org](mailto:UNGC1@unglobalcompact.org) with the subject heading “**Coordinator, Accounts Payable:**”
  1. Cover Letter
  2. Resume/CV
- Applications will be accepted until **8 March 2024**.
- Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.

**Applicants must be authorized to work in United States. The Foundation for the Global Compact does not sponsor work visas**

**The Foundation for the Global Compact is committed to creating a diverse and inclusive environment of mutual respect. The Foundation for the Global Compact recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable**

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**accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested.**