



Accounts Payable Associate

Who We Are

Do you want to join a team that values Service, Collaboration and Excellence?

Do you want to work with an organization that is lean, green and customer focused?

If yes, then you should check us out!

The Long Island Power Authority's ("LIPA's") purpose is to serve our customers and community by providing clean, reliable, and affordable energy to Long Island and the Rockaways. As a not-for-profit utility, LIPA is a value driven organization that puts our customers first in all our actions.

We are a team of motivated, engaged and exceptionally talented self-starters, willing to roll up our sleeves and do what is necessary to get the job done. If you are interested in joining this dynamic team and have a passion to learn, develop and want your experience to make an immediate impact, please apply.

What We Offer

We offer an environment of continuous development and growth. LIPA offers a thriving company culture, exceptional colleagues, and great benefits. Our benefit package includes:

- ❖ Medical insurance
- ❖ Dental and vision insurance at no cost to employee
- ❖ Paid holidays and generous leave time
- ❖ Professional development opportunities
- ❖ Educational assistance opportunities
- ❖ Multiple retirement plan options with company contribution
- ❖ Short-term and long-term disability coverage
- ❖ Flexible spending account
- ❖ Life Insurance
- ❖ 529 College Savings Program
- ❖ \$300 Wellness Reimbursement

What We Want

- ❖ High school diploma or equivalent with at least 2 years of experience in accounts payable or general accounting
- ❖ Ability to meet firm deadlines, proactively prioritize needs and effectively manage priorities
- ❖ Detail oriented, thorough, and organized
- ❖ Strong data entry skills and proficient computer skills including Microsoft Excel
- ❖ Effective written, verbal, and interpersonal communication skills to handle vendor and employee relationships
- ❖ Ability to work independently with minimal supervision

LIPA's Corporate Values

Service: In all our actions, we serve our customers, community and the environment.

Collaboration: We leverage the abilities of our colleagues and stakeholders to benefit our customers.

Excellence: We build on our successes, celebrate our wins, and learn from our mistakes.

What You'll Do At LIPA

The Accounts Payable Associate is responsible for fulfilling LIPA's purpose of enabling clean, reliable, and affordable electric service for our customers by receiving, reviewing, and processing invoices and employee expenses, and ensuring rates and contracts are in place for each vendor. This position will also be responsible for ensuring that expenses are accurately coded and allocated, maintaining accurate records in the accounting system, processing and paying vendors in a timely manner in accordance with LIPA's prompt payment policy, responding to inquiries from vendors or employees, and researching and resolving concerns or discrepancies.

The Accounts Payable Associate is also responsible for:

- ❖ Receiving, reviewing, and inputting invoices received into the ERP system in a timely manner and maintaining invoice payment status.
- ❖ Ensuring invoices are appropriately coded to a contract or purchase order to ensure accurate billing, as well as ensuring funds are within the contract and/or PO limits and available to pay invoices.
- ❖ Coordinating with vendor or appropriate party when clarification or additional procurement and contract information is necessary.
- ❖ Ensuring all invoices in ERP system are submitted to automated workflow to the appropriate approval distribution.
- ❖ Ensuring proper excel workpaper is uploaded to ERP system to support invoice payment amounts including any amounts withheld.
- ❖ Ensuring appropriate coding for Minority Women BE costs are segregated accordingly.
- ❖ Ensuring invoices received are paid promptly in accordance with LIPA's prompt payment policy and identify, address, and document any barriers.
- ❖ Assisting in determining payment schedule and preparing check run process.
- ❖ Ensuring employee travel and expense reimbursement reports are in accordance with LIPA's handbook and applicable policies and are supported with appropriate documentation and supervisory approvals.
- ❖ Reporting regularly to management in a shared file the status of open, draft, or rejected invoices and ensuring timely follow up is completed.
- ❖ Reviewing aging reports to ensure aged invoices are addressed and documenting work related to such invoices to determine if debit memos are required.
- ❖ Determining if any invoices were paid past the timeframe in LIPA's policy and properly addressing the need to pay vendor interest charges in accordance with the NYS prompt payment policy.
- ❖ Preparing any ad hoc reporting deemed necessary to address any business needs that may arise.

LIPA is an equal opportunity employer.

Applying: Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Director of Human Resources and Administration, at accountspayablejob@lipower.org

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