



Accounts Payable Supervisor

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

Do you want to work with an organization that is committed to serving its customers and community by providing clean, reliable, and affordable energy to Long Island and the Rockaways?

Is being part of a value-driven organization important to you?

If yes, please check us out!

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:

- ❖ Hybrid work and flexible hours
- ❖ 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 Need

- ❖ Five years of professional experience in an accounts payable or accounting department with supervisory experience
- ❖ Extensive knowledge of accounting and management principles and accounts payable procedures
- ❖ Experience in reviewing processes and leveraging technology to gain efficiencies and increase productivity
- ❖ Proficiency with computers, especially business solutions
- ❖ Strong Microsoft Excel skills
- ❖ Strong planning, problem-solving skills, and time management skills
- ❖ Excellent communication and interpersonal skills

LIPA's Corporate Values

Service: Our work is service. Everything we do is for the benefit of our customers.

Collaboration: Operate as one LIPA team. Everyone is included.

Excellence: One plan, with relentless implementation. Clear performance goals.

What You'll Do At LIPA

The Accounts Payable Supervisor is responsible for, but not limited to, the day-to-day operations of the accounts payable management and payment activities of the Authority, analyzing and reviewing the Authority's property tax payments and property assessments, reviewing overall processes and procedures, implementing improvements and efficiencies as required, and supporting ad-hoc analysis of any accounting related requests. This position will be responsible for overseeing the Accounts Payable team members, maintaining accurate records and documentation, managing deadlines, and ensuring timely payment to vendors.

The Accounts Payable Supervisor is an individual with a strong sense of team mentality and the ability to communicate effectively and build relationships with partners and stakeholders. This position will need to work closely with a variety of departments and business stakeholders to enhance efficiency and productivity. The incumbent will focus on optimizing department functions, and also possess analytical skills to facilitate strong decision-making and process enhancements.

Other Essential Job Functions include:

Accounts Payable Activities

- ❖ Training, motivating, and evaluating accounts payable staff members.
- ❖ Overseeing routine department activities to ensure that they are completed accurately and timely.
- ❖ Compiling, analyzing, and reporting financial information to management and government agencies.
- ❖ Reviewing, analyzing, and posting invoices for payment to ensure proper accounting treatment and vendor payment information.
- ❖ Coordinating open lines of communication with the procurement department to ensure process alignment and accounting accuracy.
- ❖ Building and maintaining relationships with employees, clients, vendors, and lenders.
- ❖ Reviewing processes, procedures, and leveraging technology to enhance efficiency and productivity.

Property Tax Activities

- ❖ Reviewing and analyzing property assessment values for reasonableness and accuracy to ensure appropriate taxes are being levied.
- ❖ Providing insight, support, and analysis for property tax challenges and litigations.
- ❖ Building relationships and coordination with LIPA's Service Provider on any new reporting requirements and/or process changes.
- ❖ Monitoring updates to relevant legislation that would impact LIPA's current processes and tax obligations and providing insight and financial analysis to the impact of such changes on LIPA's customers.

Other Duties

- ❖ Assisting in the preparation of board reports and presentation materials regarding areas of assigned responsibility.
- ❖ Providing support to the accounting team and assisting in the monthly accounting closing process as necessary.

Salary Range: \$64,500-\$82,000

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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 2023Acctspayablesupervisor@lipower.org

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