

PROGRAM COORDINATOR (PAYMENT PROCESSING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Deputy Commissioner, the incumbent of this single position class is responsible for coordinating the daily, quarterly and yearly functions of the Accounts Payable Unit in the Finance Department. The incumbent is responsible for developing, modifying and supervising contract payment and purchase order procedures, ensuring payments are made in accordance with county, state and federal regulations. This classification differs from Program Administrator (Payment Processing) primarily in the scope of independent judgment exercised over payment approval and in the degree of complexity of assignments, including IRS compliance, lien processing and budgetary closeout and rollover. Furthermore, this class coordinates payments for countywide expenditures whereas the Program Administrator (Payment Processing) is responsible for payments specific to the Department of Social Services. Supervision is exercised over subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages and supervises the daily operations of the Accounts Payable Unit, making certain payments are processed properly and in a timely manner;

Coordinates with the Treasury Unit to ensure accounts are sufficiently funded to cover approved purchase orders, invoices, and contract payments;

Receives, reviews and sets procedures for paying liens placed by local, state or federal agencies against vendors contracted with Westchester County;

Works closely with the Department of Information Technology and the Deputy Commissioner to close out fiscal year spending in accordance with state regulations;

Works closely with the Department of Information Technology and the Deputy Commissioner to rollover funds on open payment orders from one fiscal year to another in accordance with state regulations;

Consults the Law Department on complicated issues concerning discrepancies between approved contracts and payment requests;

Integrates departmental policies and procedures with state regulations related to payment processing procedures;

Monitors ongoing operations and methods for the purpose of developing appropriate system modifications in order to improve operations;

Approves and submits reimbursement payment requests for state funded programs provided by Westchester County;

Audits and issues 1099 forms to all non-corporate vendors and reports such to the Internal Revenue Service;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Resolves disputes with vendors concerning complaints or delays in claims, purchase order payment authorization or contract payment processing that cannot be satisfactorily resolved by staff;

Manages both Travel and Purchase Credit Card Accounts including: issuance/termination of use, approval/denial of charges and vendor payment;

Acts as a liaison with department representatives concerning the automated financial management system, addressing simple system errors and working on complex issues with the Department of Information Technology;

Plans, supervises and assigns work to staff, evaluates performance, conducts training and staff development activities, handles disciplinary issues, etc.;

Generates reports from the automated financial management system for county departments pertaining to yearly expenditures, rollover, etc.;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of applicable rules, policies, regulations and procedures of federal, state and local governments which govern the payment of funds under a variety of programs; thorough knowledge of the techniques of monitoring the processing of claims, contract payments and purchase orders; thorough knowledge of Internal Revenue Service reporting procedures; thorough knowledge of imposed liens and payment of such; knowledge of automated information systems technology as it relates to financial reporting; ability to plan, organize, direct and evaluate the work of the unit as a whole as well as individual employees; ability to identify critical systems problems and to develop, implement and integrate realistic solutions into ongoing operations with minimum disruption to those activities; ability to organize and prepare narrative and numerical data into a meaningful format for senior agency management; ability to establish and maintain effective working relationships with internal and external contacts; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; resourcefulness and physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) A Bachelor's Degree* and five years of experience where the primary function of the position was in the supervision of a payment processing unit for a large public (government) agency where automated financial information systems are used; or (b) a Bachelor's Degree* in Finance, Economics, Business Administration or a closely related field and four years of experience as stated in (a).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum educational level indicated in the minimum qualifications will be considered in evaluating experience.

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J.C. Competitive
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Job Group: XIII