

Governor's Office of Storm Recovery
Accounts Payable and Travel Specialist

Organization Summary

The New York State Governor's Office of Storm Recovery (GOSR) coordinates and implements New York State's disaster recovery programs in response to damages sustained by Super Storms Sandy, Irene and Lee. GOSR provides funding and grants for housing, small businesses, infrastructure and community planning.

Position Summary

This incumbent is responsible for providing financial, customer service and general operational support to staff members. The Travel Reimbursement Specialist has a primary responsibility for auditing and ensuring expense reports are compliant with our travel rules prior to processing reimbursement request. In addition, the position will provide daily data entry and research support of accounts payable invoices. The Associate will be responsible for initiating the electronic approval routing and follow up to ensure timely payment processing.

Responsibilities include but are not limited to:

- Review approved expense reports and invoices for accuracy and documentation completeness for payment processing.
- Initially, provide assistance and support to efficiently transition to a new automated expense report and invoice tracking software.
- Must become an expert on our travel rules and be able to audit expense reports for State and Federal compliance.
- Initiate electronic workflow by accurately data entering key invoice information.
- Proactive follow up on exceptions with employees, programs and vendors.
- General Administrative tasks, including but not limited to collection and distribution of mail, scanning, maintaining files and coordinating and preparing documents for record retention and audits.
- Handle other T&E and Accounting work associated with processing payments and reconciling P-Card and Corporate Travel card transactions

Qualifications/Requirements:

- Must be a NY State resident or able to relocate to NYS
- A minimum of two years of work-related financial experience required
- Proven skill in interpreting policy and procedures related to position and keeping others informed
- Accurate and enthusiastic about Data Entry
- Super organized, highly flexible, experience with maintaining high levels of confidentiality
- Candidates should be detail-oriented, and capable of handling multiple tasks and providing quality customer service
- Demonstrated ability to interact professionally with diplomacy, patience and courtesy with diverse groups; ability to establish and maintain effective and cooperative working relationships.
- Excellent oral and written communication skills.

- Exhibited skills in analyzing information to define problems or objectives. Identify solutions and independently act toward solving problems.
- Strong computer skills including Microsoft Office
- Work Environment – work in open space area where there are interruptions. Work occasional overtime to meet project deadlines or operational needs.

If interested:

All candidates must submit a resume, 3 references, and letter of interest to StormRecoveryJobs@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.