



## **SENIOR ACCOUNTS PAYABLE ASSISTANT**

Department: Administration & Finance  
Unit: 5050  
Level: 3, Non-Exempt

Supervisor's Title: Manager, Accounts Payable  
Supervises: No Staff

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The Senior Accounts Payable Assistant is responsible for the accurate and timely processing of capital and operating contract payments, purchase order transactions, expense reimbursements, and vendor-related disbursements. This position ensures compliance with company policies, maintains a high level of accuracy in invoice and payment processing, and provides responsive support to both internal stakeholders and external vendors

### **ESSENTIAL JOB TASKS**

#### **Invoice & Contract Processing**

- Reviews vendor invoices for accuracy, proper approval, scope of work, budget coding, and supporting documentation
- Ensures invoices are processed through PeopleSoft, PM Web, and related systems in compliance with policies and procedures
- Researches and resolves discrepancies, posting errors, or outstanding issues between vendor and company records

#### **Purchase Order & Vendor Transactions**

- Reviews of invoices against purchase orders to verify accuracy, terms, and approvals
- Reconciles purchase order transactions, ensuring payment terms and discounts are accurately applied
- Coordinates with the Purchasing Department to resolve outstanding issues and ensure timely vendor payments

#### **Expense Reporting & Reimbursements**

- Audits and processes of employee expense reports, business travel expense reports, and corporate card transactions to ensure compliance with company policies and procedures.
- Ensures proper documentation and approvals are obtained prior to processing expense reimbursements

#### **Accuracy & Compliance**

- Ensures all transactions adhere to company financial policies, regulatory requirements, and internal controls

- Maintains a strong focus on accuracy, timeliness, and accountability in invoice and payment processing.

**Provides responsive support to vendors and departments on invoice and payment related inquiries**

**Assists in audits, reconciliations, and departmental projects as assigned.**

## **JOB REQUIREMENTS AND QUALIFICATIONS**

### Education

High school diploma required. Associate degree in Accounting, Business, or related field preferred; or 3-5 years of progressively responsible accounts payable experience.

### **UNIQUE EXPERTISE/CERTIFICATION/REGISTRATIONS**

- Strong attention to detail and accuracy in financial processing.
- Excellent organizational, analytical, and problem-solving skills.
- Proficiency in Microsoft Office Suite, and database applications.
- Strong verbal and written communication skills with the ability to multi-task in a fast-paced environment.
- Ability to adapt to new digital tools and contribute to process improvements.
- Ability to pass Massport's pre-employment-controlled substance test and background checks.

## **WORKING CONDITIONS**

### Environmental Parameters

Ability to work in an office and to travel to all Massport facilities. Ability to work in an airport environment with conditions that may include fumes, odors, gases, chemicals, and dust as well as decibels in the range of 65 - 100; and in all weather conditions (hot, cold, humid, dry, and wet).

### Physical Demands

Strength: Exerting up to 10lbs of force occasionally to lift, carry, push, pull, or otherwise move objects.

Type: Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Clarity of vision at 20 inches or less

## **WORK SCHEDULE**

Ability to work a 37.5-hour workweek. Ability to work additional hours as necessary as workload demands.