



## Job Description – Senior Associate, Finance

**Department: Finance**

**Reports to: AP Manager**

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### **Position Summary**

Accounts Payable Function in NYU Shanghai provides a broad range of professional accounting and good customer services for not only more than 300 internal faculty and staff but also diversified external clients in a dynamic and rapid growing environment.

### **Responsibilities**

- Verify payment supporting to align with University control policy and procedure
- Receive invoice and perform the reconciliation of vendor statements
- Ensure the proper and timely booking of all payments and employee expenses and keep financial records updated and accurate
- Perform expense fundamental analysis for management review after period close every month
- Make sure all the files are kept secure, not only the invoices, but also all other supporting documents
- Collect all supplier and employee payments and pass to bank accountant on time
- Collaborate with supply service team to ensure the appropriate process within “P2P” cycle
- Assist employees with the WorkDay operating on expense reimbursements
- Chase cash advance of employees which aging is above 90 days regularly
- Give training and instructions to staff about expense reimbursements, cash advance and P-card application procedure
- Other ad-hoc assignment per required

### **Qualification**

- **Required Education**
  - Bachelor's degree in Finance, Accounting or Economics
  - Accountant related qualification certificate
- **Required Experience**
  - 1-2 year's accounts payable experience in Multi-National Company (MNC ) and/or international education business related preferred

- **Required Knowledge, Skills, and Abilities**

- Knowledge of regulations governing WOFEs and/or international education business in China
- Understand the contracts and essential terms related to accounts
- Knowledge of accepted accounting practices and principles including China GAAP and IFRS
- Knowledge of PRC Tax regulations
- Fluent English in both speaking and writing
- Excellent analytical skills and ability to work under pressure to support cross functional departments
- High professional integrity, honesty and trust
- Technically strong and commercially astute.
- Knowledge of ERP Financials preferred.

Preference will be given to those candidates that have rich experience, display exceptional interpersonal skills and the ability to work unsupervised in a dynamic and rapid growing environment.