



Urban Land Institute
POSITION DESCRIPTION

POSITION TITLE:	Associate, Accounting Operations – Foreign
DEPARTMENT:	Business Operations
LOCATION:	Washington, D.C.
REPORTS TO:	Accounting Operations Manager
FLSA CLASSIFICATION:	Nonexempt
POSITION STATUS:	Full-time
DATE OF REVISION:	October 2019

POSITION SUMMARY:

The Associate, Accounting Operations will assist the Accounting Operations team with foreign accounts payable transactions via Western Union, maintain vendor records, and scan backup documentation. The Associate will also review and approve accounts payable transactions for employee prepaid debit cards (PEX).

SPECIFIC RESPONSIBILITIES:

Foreign Accounts Payable:

- Review and approve foreign payment requests in Workplace (ULI's cloud-based accounts payable system)
- Enter payment and vendor information into Western Union and prepare funding batches based on currency
- Gather and prepare documentation for approval/signature from appropriate management
- Resolve issues and investigate incoming inquiries from staff, Western Union, vendors and others
- Assist with annual financial audit
- Other duties as assigned

Foreign Vendor Maintenance:

- Review of new vendor requests and changes to existing vendor information, including
 - Updates to Western Union and MS Dynamics ERP vendor databases
 - Verification of payment information (banking and/or address) directly with vendors and/or staff, as needed
- Scanning wire and other payment information and filing into the shared online document portal

PEX Debit Cards:

- Review and approve PEX check requests in Workplace
- Verify compliance with ULI's travel and reimbursement policies
- Compare submitted check requests to reported activity to the PEX online portal
- Gather and prepare documentation for approval/signature from executives
- Reload employee PEX cards via the online portal

Other

- Provide backup coverage for other Accounts Payable Coordinators
- Provide feedback on current and proposed procedures to management
- Communicate with constituents around the world as needed
- Assist with the annual financial audit
- Customer service inquiries from both staff and vendors
- Other duties as assigned

EXPERIENCE:

- One to three years of experience working in accounts payable, preferably foreign accounting.
- Proficient in word processing and spreadsheet software, preferably Microsoft Office Suite; knowledge of Netforum and Great Plains a plus.
- Accurate data entry skills.
- Ability to work independently.
- Strong organizational and communication skills.
- Background in accounts payable and/or customer service preferred.

APPLICATION INSTRUCTIONS:

To apply, please follow the link below. Please submit a résumé and a letter of interest.

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=76dd43dd-5757-401e-9ef5-65813f73b552&ccid=19000101_000001&jobId=346522&source=CC3&lang=en_US

EOE/m/f/d/v. No relocation reimbursement is offered at this time.