



**For more information or to apply, go to: [http://www.mlb.com/careers/boc/?gh\\_jid=735975](http://www.mlb.com/careers/boc/?gh_jid=735975)**

**Deadline: Open Until Filled**

## **Administrator, Accounts Payable**

at Major League Baseball  
New York, NY

### **Major Responsibilities:**

- Process high volume of invoices through Accounts Payable for MLB Properties, ML Central Fund, WBC, and BAT. This includes ensuring of proper coding, approvals, batching/entering into JD Edwards and mailing
- Generate payments via ACH (Direct Deposit) and or Positive Pay (Physical checks)
- Responsible for vendor maintenance, which includes adding or editing of Vendor information in the address book in JD Edwards
- Responsible for research of unidentified invoices or statements
- Generate monthly recurring payments for the Pre-47 participants, Consultants, and payment commitments to former employees
- Prepare charges to be rebilled and submit to Accounts Receivable
- Maintain filing system for all paid invoices and wires
- Assist in year end 1099 process
- Compile information for MLB Audits throughout the year
- Assist internal Departments, and Vendors with any inquiries in regards to statements and invoices
- Perform related duties as required

### **Requirements:**

- Bachelor's degree in Accounting/Finance or a minimum of 2 years of relevant experience or an equivalent combination of education and experience
- Must have JD Edwards Version 9.1/PeopleSoft Accounting System
- Strong attention to detail, and ability to handle multiple tasks concurrently with deadlines
- Strong technical aptitude, including experience working with MS Office Suite
- Strong communication and interpersonal skills as position interacts with Vendors and internal Departments
- Must be extremely organized and detail oriented