Job Title: Finance Coordinator – CSI Foundation

Job ID: 18198

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Provides accounting services to the CSI Foundation, Inc.:
- Reports to the Assistant Director of Finance, CSI Foundation and works in coordination with the College Finance Controller, Office of the CSI Foundation, Inc. Manager of Operations and Executive Director.
- Reviews all request for check forms for proper support, follows up on support needed, verifies to budget lines, maintains a log of all forms received, prepares checks for payment and distributes/mails them. Prepares request for check forms for the unrestricted fund.
- Prepares journal entries in the Blackbaud Financial Edge accounting software.
- Prepares entries into the ADP Payroll Services system and maintains employee new hire files.
- Prepares project activity reports and electronically issues to the departments.
- Assists the Assistant Director of Finance with analyzing and reconciling accounts. Reconciles credit card activity to credit card reports.
- Prepares Form 1099-MISC for payments made to individuals for miscellaneous income.
- Assists the Assistant Director of Finance in the preparation of support to be provided to the independent audit firm for the annual audit.
- Performs other duties as assigned.

QUALIFICATIONS

Bachelor's Degree required.

Preferred qualifications:
- Bachelor's Degree in Accounting.
- Two years of experience in accounting.
- Experience using general ledger/financial systems.
- Proficiency in using Microsoft Excel.
- Detailed oriented with strong organizational skills.
- Strong written, verbal and interpersonal communication skills.

CUNY TITLE OVERVIEW
Performs financial analysis and administrative work related to College or unit accounting.

- Prepares, reconciles and distributes expenditure and related accounting reports
- Creates and maintains various spreadsheets related to financial analysis
- Processes and tracks transactional entries
- Provides support in the administration of various business operations
- Coordinates with various departments on accounting matters
- Monitors systems and operations to assure a smooth workflow
- Performs related duties as assigned.

Job Title Name: Finance Coordinator

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

---Extended---
February 26, 2018

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.