GENERAL DUTIES

- Under direct supervision, performs bookkeeping, clerical, and sub professional work of ordinary difficulty and responsibility related to college accounting. Such work may be performed utilizing computers and related technology.

- There are two Assignment Levels for this position. All personnel perform related work. This specification describes typical assignments for this position; related duties may be assigned as needed.

ASSIGNMENT LEVEL 1:

- As instructed, maintains financial records of contracts, appropriations, allocations, authorizations, and payments and assists in maintaining ledgers of accounts and in performing reconciliations.

- As instructed, examines invoices, claims, vouchers, etc.; verifies documents for accuracy by reviewing supporting data and records and assists in audit functions.

- As authorized, receives remittances and payments; makes appropriate disbursements or refunds; keep logs and issues pertinent receipts.

- Assists in processing invoices, vouchers, claims, statements, bills, etc.

- Perform various calculations and computations, as directed.

- Perform other related duties, such as generating reports and producing checks and other financial documents, as required.

ASSIGNMENT LEVEL 1A:

- This assignment level is only for College Accounting Assistants who have achieved the minimum qualification requirements for the title College Accountant, Level 1, but have not been reassigned to duties in that title.

CONTRACT TITLE

Finance Accountant Assistant

FLSA

Non-exempt

MINIMUM QUALIFICATIONS

ASSIGNMENT LEVEL 1:

- A high school diploma or its equivalent, plus

- An associate degree from an accredited institution of higher education, AND One (1)year of full-time bookkeeping, figure clerk, account clerk, or similar experience, OR
- A comparable combination of experience and education.
- Demonstrated English language proficiency (ability to speak, read, write and understand English well enough to meet job requirements).

ASSIGNMENT LEVEL 1A:

- A baccalaureate degree from an accredited institution of higher education, including or supplemented by at least eighteen (18) credits in accounting and at least six (6) credits in data processing, computer science, finance, banking, economics, taxation, statistics, or similar courses.

COMPENSATION

Level 1 - New Hire: $38,695*
Level 1 - Incumbent: $43,726

Level 1A - New Hire: $43,613*
Level 1A - Incumbent: $49,284

*This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, please visit https://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

October 23, 2019

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.