Job Title: Finance Accountant, Level 2 (Temporary)

Job ID: 24733

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

- Performs professional work in the field of accounting or auditing in a higher education setting, coordinates accounting activities, and may supervise employees engaged in accounting activities. Work may be performed utilizing computer and related technologies.

- There are five Assignment Levels for this position (1, 1-A, 2, 3, 4). All personnel perform related work. This specification describes typical assignments for this position; related duties may be assigned as needed.

ASSIGNMENT LEVEL 1:

- Under close supervision, performs entry-level professional work in the field of accounting, including assisting in the following:

  - Maintaining general and special books of accounts.

  - Posting accounting entries.

  - Preparing trial balances, bank reconciliations, and similar.

  - Establishing and maintaining codes for funds and reserves.

  - Allocating costs and charges.

  - Classifying revenues and expenditures.

ASSIGNMENT LEVEL 1-A:

- This assignment level is only for College Accountants who have five years of full-time service as a College Accountant and have not progressed to Levels 2, 3, or 4.

ASSIGNMENT LEVEL 2:

- Under supervision, performs professional work of average difficulty and responsibility in the field of accounting or auditing, including performing the following tasks:

  - Maintaining general and special books of accounts.

  - Posting entries, including adjustments, closings, and extension.
- Preparing trial balances, bank reconciliations, operating statements, and financial schedules.

- Establishing and maintaining codes for funds and reserves.

- Gathering data for use in preparing and analyzing various budgets and schedules.

- Maintaining records of costs and charges made against budgeted allocations.

- Classifying revenues and expenditures.

- Conducting financial and management audits, preparing preliminary draft reports.

ASSIGNMENT LEVEL 3:

- Under general supervision, coordinates and may supervise the daily activities of a major unit dealing with a specialized phase or phases of accounting, usually in conjunction with student financial aid, funds and grants, payroll, bursar functions, accounting to support financial analysis, budgeting, auditing of financial accounts and records, contract performance and compliance, and similar. May perform difficult independent work in these professional areas. Tasks may include:

  - Participating in project planning sessions.

  - Assisting in developing unit-wide plans, programs, and procedures for implementing and maintaining appropriate accounting controls.

  - Conducting and analyzing accounting studies and surveys in order to identify and satisfy changing trends, conditions, and regulations.

  - Analyzing and interpreting statements of financial condition, preparing appropriate summaries and reports.

  - Planning and organizing individual audits, preparing and reviewing audit procedures, monitoring audit progress, and reviewing reports.

  - Assisting in the design and implementation of computer systems and technology to meet new and changing needs.

ASSIGNMENT LEVEL 4:

- Under general supervision, coordinates and supervises the daily activities of a major unit dealing with a specialized phase or phases of accounting, usually in conjunction with student financial aid, funds and grants, payroll, bursar functions, accounting to support financial analysis, budgeting, auditing of financial accounts and records, contract performance and compliance, and similar. Also performs complex independent work in these professional areas. Tasks may include:

  - Participating in project planning sessions.

  - Assisting in developing unit-wide plans, programs, and procedures for implementing and
maintaining appropriate accounting controls.

- Conducting and analyzing accounting studies and surveys in order to identify and satisfy changing trends, conditions, and regulations.

- Analyzing and interpreting statements of financial condition, indicating deviations, reviewing trends, and preparing data extrapolations for forecasting purposes.

- Implementing performance standards, assuring compliance.

- Assisting in developing and designing computer systems and technologies to meet new and changing needs.

- Overseeing unit participation in University-wide compliance and systems audits, instructing staff in audit techniques, developing audit capabilities, and maintaining communications with all involved parties.

**CONTRACT TITLE**

Finance Accountant

**FLSA**

Non-exempt

**CAMPUS SPECIFIC INFORMATION**

Reporting to the Associate Director and working in coordination with the Finance Controller, the Finance Accountant will perform the following duties:

- Verifies and reconciles daily student Tuition and Fee Income funds recorded in CUNYfirst Student Financials (SF) and General Ledger (GL), CUNY’s PeopleSoft Enterprise Resource Planning system, to the funds credited by the bank; Reconciles e-check and credit card activity to Nelnet and third-party credit card provider reports; Reconciles chargebacks, negative batches, and processes refund requests from the Bursar’s Office; Reconciles collection agency receipts to CUNYfirst SF and GL; Maintains spreadsheets in Microsoft Excel
- Reconciles Departmental Receipts posted in CUNYfirst GL to the cash credited by the bank via the daily bank Departmental Receipts account activity report; Prepares transfer to respective departments and issues reports via email for funds received.
- Provides returned checks to the Bursar’s Office for posting to student records; Works with the Bursar’s Office staff to correct CUNYfirst SF reconciling items on a regular basis; Records third party refunds in cash disbursements journal and classifies them by type.
- Prepares bank reconciliations for all bank accounts utilizing either Microsoft Excel or the CUNYfirst Banking Module for Tuition and Fee Income, Tuition and Fee Disbursements, Departmental Receipts, Continuing Education, Non-Tax Levy Funds, Imprest Fund, and SAM Grants accounts.
• Prepares transfer requests for funds collected for New York State Income Fund Reimbursable (IFR) programs and maintains spreadsheets for Continuing Education, English Language Institute, Transportation and Overseas programs.
• Enters Tuition and Fee Income month-end closing entries in QuickBooks and prepares journal entry to upload to CUNYfirst GL.
• Prepares monthly reports of billings, collections, and receivable balances for residential housing, meal plans and emergency student loans activity; Prepares transfer requests to remit collections to CSI Student Housing, LLC, CSI Auxiliary Services Corporation, Inc. and CSI Association, Inc.
• Prepares monthly reports of collections, remittances, and transportation receipts for student activity fees activity; Sends reports to CSI Association, Inc. for amounts owed for transportation fees.
• Prepares general ledger details as requested by independent auditors and obtains supporting documentation for selections made by the auditors.
• Provides support for mid-year and year-end trial balance review inquiries from CUNY’s Office of University Controller.

MINIMUM QUALIFICATIONS

ASSIGNMENT LEVEL

ALL LEVELS     A baccalaureate degree from an accredited institution, including or supplemented by at least eighteen (18) college credits in accounting, and at least six (6) credits in data processing, computer science, banking, economics, statistics, or similar courses.

- Demonstrated English language proficiency, including the ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for job tasks.

- For work experience requirements (below), CUNY considers full-time work to be 35 hours per week. Part-time experience of at least 20 hours per week may be prorated and credited instead of, but not in addition to, full-time experience during the same period.

- Part-time experience of less than 20 hours per week will not be credited at all.

LEVEL 1: No additional work experience is required.

LEVEL 1-A: Five years full-time service as a College Accountant, if employee has not progressed to Levels 2, 3, or 4.

LEVEL 2: One year of full-time related experience in an appropriate field.

LEVEL 3: Two years total of full-time related experience in an appropriate field.

LEVEL 4: Three years total of full-time related experience in an appropriate field.
OTHER QUALIFICATIONS

Preferred Qualifications include:

- Bachelor’s Degree in Accounting desired.
- Two years of experience in accounting preferred.
- Experience using QuickBooks, PeopleSoft or other general ledger/financial systems.
- Experience with preparation of financial statements.
- Proficiency in using Microsoft Excel.
- Detailed oriented with strong organizational skills.
- Strong written, verbal and interpersonal communication skills.

COMPENSATION

New Hire: $54,964*
Incumbent: $62,109

*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 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.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

CLOSING DATE

July 30, 2022

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional
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.