Job Title: Finance Manager

Job ID: 25057

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 10,000 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.

Reporting to the Finance Controller, the Finance Manager is responsible for the following, but not limited to:

- Assists the Finance Controller in coordinating the activities of the Accounting Office, including the direction of staff, planning and establishing work assignments and providing training; Prepares and discusses performance evaluations; Prepares job descriptions; Recruits and interviews candidates to fill vacancies.
- Oversees the accounting, reconciling and reporting for the College’s Tuition and Fee Income, College of Staten Island Foundation, Inc., Continuing Education and College’s Non-Tax Levy funds which include study abroad and scholarship and commencement funds.
- Reviews and approves financial transactions in the PeopleSoft CUNYfirst Non-Tax Levy modules and Financial Edge.
- Participates in quarterly presentations of financial information to the CSI Foundation, Inc. Board of Directors and Audit and Finance and Investment Committees.
- Provides information to and attends meetings with staff from CUNY’s Office of University Controller (OUC), CSI’s Accounting Office, CSI Auxiliary Services Corp, Inc. and CSI Association, Inc. for the implementation of the PeopleSoft CUNYfirst system and to develop efficiencies with utilizing the system; Assists with resolving CUNYfirst system issues and provides support to related entities.
- Collects and reports the following mid-year and year-end financial information to OUC for the College, CSI Foundation, Inc., CSI Auxiliary Services Corp, Inc. and CSI Association, Inc. in connection with the preparation of the University’s year-end GAAP reporting financial statements: Variance explanations; Double counting of financial activity;
Various GASB compliance reporting; General ledger details and supporting documentation for selections made by internal and/or independent auditors.

- Oversees the CSI Foundation, Inc.’s year-end audit and the preparation of the audited financial statements and Form 990.
- Provides input for the formulation of fiscal policies and procedures to comply with rules and regulations; Interacts with College officials and with the management staff in the University and the State on a regular basis and represents the College at College and University-wide committees to develop strategies and systems.

QUALIFICATIONS

Bachelor's Degree and six years' related experience required.

Preferred qualifications include:

- Experience in accounting, financial reporting, analysis and statement preparation, or related experience, preferably within an educational institution.
- MBA or other advanced degree in a business discipline preferred.
- Knowledge of GAAP, FASB, and GASB reporting requirements.
- Experience using online general ledger, financial systems, and databases, especially PeopleSoft financials.
- Proficiency using computers and standard applications and systems highly desired.
- Advanced proficiency in using Microsoft Excel to perform extensive data calculations and analyses.
- Detail oriented and accurate with strong numerical analysis, evaluation and research skills.
- Strong written, verbal and interpersonal communication skills are essential.
- Ability to work productively, independently, and collaboratively on teams with diverse stakeholders of various organization levels.
- Strong organizational skills with the ability to establish plans, manage a large and varied workload with conflicting priorities, solve problems, follow-up, and meet deadlines in a time-sensitive office.

CUNY TITLE OVERVIEW

Manages the financial activities of a College or major program.

- Advises management regarding funding appropriateness and proposes fiscal solutions to resolve academic and/or administrative issues

- Develops and recommends policies and controls to assure the responsible use of resources

- Supports strategic planning processes; assesses outcomes and makes recommendations regarding resource allocations

- Prepares and manages production of statistical/analytical reports pertinent to financial and operational activities

- Assists in developing budgeting policies and procedures, and interprets University-wide policy
- Liaisons with auditors and other internal and external agencies as necessary

- May negotiate contracts

- May hire, supervise and train finance and/or clerical staff and manage related administrative functions

- Performs related duties as assigned.

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**CUNY TITLE**

Higher Education Associate

**FLSA**

Exempt

**COMPENSATION AND BENEFITS**

Salary commensurate with education and experience.

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.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.**

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.**

**CLOSING DATE**

October 9, 2022

**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.