Job Title: Finance Accountant, Level 3 – Bursar Office (Provisional)

Job ID: 25610

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 Bursar, the Finance Accountant:

- Oversees the daily open and close of the Bursar Cashiering system. Supervises cashiers and enforces proper cash handling procedures and provides training. Ensures all payments received in the Bursar’s office are processed properly.
- Prepares deposits to be transferred to the bank. Processes returned checks and credit card chargebacks.
- Posts electronic payments to student and Third-Party accounts. Performs reviews of CUNYfirst Third-Party payment issues to identify and resolve systemic posting problems.
- Reconciles daily cash receipts and provides documentation to the Finance Accounting Office. Runs end of day reports and interfaces with General Ledger.
- Monitors student financial transactions to ensure proper posting to General Ledger. Coordinates with the Accounting Office to resolve discrepancies between student accounts and General Ledger.
- Posts and deposits payments on behalf of other offices. Processes credit card payments for English Language Institute.
- Maintains accurate records of all Bursar’s office transactions. Provides documents and information for audits.
- Serves as liaison between Bursar and various other departments within the College.
- Creates and updates Excel spreadsheets and reports. Assists with billing and collections.
- Administers the University payment plan and online payment platform and assists with User Acceptance Testing. Performs monthly reconciliations.
- Reviews invoices and provides documentation before submitting invoices for approval by the Bursar. Prepares payment requests as needed.
• Performs other duties as assigned by Supervisor.

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.
• Experience using QuickBooks, PeopleSoft or other general ledger/financial systems.
• Experience with preparation of complex financial reports.
• Proficiency in using Microsoft Excel.
• Detailed oriented with strong organizational skills.
• Strong written, verbal and interpersonal communication skills.

COMPENSATION

New Hire: $59,552*
Incumbent: $67,295

*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

November 16, 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.