Job Title: Finance Controller – Auxiliary Services Corp.

Job ID: 25836

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a senior college of the City University of New York (CUNY) system. Situated on a beautiful, park-like, 204-acre campus, CSI offers a broad range of academic programs in the liberal arts and sciences and several professional areas through two academic divisions and three academic schools. With an enrollment of over 10,000, the college awards associate’s, bachelor’s, master’s, doctoral degrees as well as professional certifications through continuing education. CSI’s internationally recognized faculty passionately engage in scholarly and artistic activities, and together with strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. CSI is committed to educational excellence opportunity, instilling in students an enduring love of learning and respect for diversity and inclusion. Our 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.

CSI has an established role as Staten Island’s anchor institution, serving as the borough’s intellectual, cultural, and economic center in alignment with the college’s “Borough Stewardship” priority of its Strategic Plan. One of the primary goals of the college’s Division of Economic Development, Continuing Studies, and Government Relations is to advance this priority by positioning the college as a trusted community leader, partner, and valued resource, and promoting civic prosperity through the realization of individual, community, regional, and global economic and social potential.

The College of Staten Island Auxiliary Services Corporation, Inc. (CSI-ASC), incorporated in 1977, is a nonprofit corporation established by and for the benefit of the College of Staten Island of the City University of New York. The CSI-ASC is governed by the Not-For-Profit Corporation Laws of the State of New York. The mission of the CSI Auxiliary Services Corporation is to support the College of Staten Island by providing services and products that meet the needs and expectations of the students, faculty, staff and visitors of the college. Central to this effort is the ability to recognize the diverse constituent population of the college and to maximize customer satisfaction while maintaining the financial integrity of the corporation.

Reporting to the Executive Director for Economic Development, Continuing Studies, and Government Relations, under the Office of Budget, Finance, and Administration, the Finance Controller, will perform the following duties and responsibilities:

- Manages finance and accounting operations for CSI ASC’s $13M Portfolio including Billing, A/R, A/P, GL and Counsel, Cost Accounting, Inventory Accounting and Revenue Recognition;
- Prepares timely monthly Financial Statements for CSI-ASC, Other Operations (Agency) and CSI Student Housing LLC for presentation to internal and external constituents;
- Coordinates the yearly Audit, working with the University’s auditors preparing all the necessary schedules and reports which includes a detailed variance analysis of revenue & expenses for the audit year as well as the MD&A. Audit components include: Depreciation schedules, donated space & services schedule, roll forward investment, allowance for doubtful accounts schedules,
classification of fixed assets and disposals, a detailed report of all unearned revenue at year end and a schedule of other income & expenses for the year;

- Manages the recording and posting of all journal entries which include prepaid insurance and maintenance, payroll related entries, vending and royalty commissions, inventory adjustments, commission and cash receipts, depreciation entry as well as investment income entries;
- Manages the filing of the monthly sales tax forms with NYS sales tax agency as well as the preparation and filing on-line TIAA-CREF RA and SRA 403b pension contributions;
- Manages and supervises the preparation of supporting information to file Form 990 Tax Return and 990-T UBIT Return and 550 Pension filing;
- Manages bank balances, oversees bank reconciliations, and facilitates the process of bank transfers as needed;
- Works closely with the Director of Budget, Finance, and Administration on ASC financial reporting and related operational tasks including preparation of the budget and financial forecasts as well as strategically identifies areas where there are cost savings, revenue and generating opportunities;
- Ensures quality control and strengthens internal controls over financial transactions and financial reporting as well as ensures compliance with federal, state, local laws and tax codes that impact college operations;
- Assists with the management of payroll for the Corporation’s roughly 100 annual employees including FT & PT staff, instructors, seasonal and temporary hires;
- Oversees the implementation and training of new software and technology to improve efficiency, performance, and services as it relates to Auxiliary Services Finance systems and operations;
- Performs other duties and responsibilities as required.

QUALIFICATIONS

Bachelor’s Degree and eight years’ related experience required.

Preferred qualifications include:

- Master’s degree in accounting or equivalent.
- Experience in a diverse, public educational setting or a demonstrated understanding of the culture and operations of public higher education settings.
- Practical experience with accounting software (such as QuickBooks), spreadsheets (such as MS Excel), and databases (such as MS Access).
- Able to quickly learn and adapt to new software and processes.
- A solid understanding and thorough knowledge of bookkeeping procedures including crediting and debiting appropriate accounts, posting entries to ledger accounts, and reconciling accounts. Experience with creating financial statements.
- Proven experience in finance management.
- Good communication, interpersonal and leadership skills.
- Sound knowledge of accounting fundamentals and auditing experience.
Compliance oriented

CUNY TITLE OVERVIEW

Directs the financial functions of a College or unit.

- Directs financial operations for various funds and accounts
- Ensures compliance with all appropriate City, State, Federal and GAAP accounting and regulatory policies
- Reviews risk assessments, identifies internal control weaknesses and implements appropriate corrective actions
- Manages day-to-day accounting functions including staff supervision in relation to closings, reconciliations and analyses
- Oversees the accuracy and integrity of all financial statements, revenue projections and other reports as required
- Develops effective policies and procedures for fiscal operations, and incorporates University-wide policies and standards
- Performs related duties as assigned.

Job Title Name: Finance Controller

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

$100,329 - $104,057

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

December 28, 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.