

Job Title: Finance Controller

Job ID: 27972

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 with residential housing and 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 Assistant Vice President for Finance and Budget/Chief Financial Officer and works closely with senior College administrators, the Finance Controller is responsible for the following, but not limited to:

- Conducts day to day management and supervision of the Accounting Office, ensuring staff is properly trained to perform their duties in compliance with University policies and procedures;
- Oversees the accounting, reconciling and reporting for college tax levy and non-tax levy transactions; provides guidance to college related entities to ensure compliance with University policies & procedures;
- Reviews and approves financial transactions within the University ERP system – Peoplesoft / CUNYfirst - and other related university adopted platforms such as Blackbaud Financial Edge;
- Develops, maintains and distributes accounting guidance to campus stakeholders; Establishes and monitors internal controls;
- Oversees the CSI Foundation, Inc.'s year-end audit and the preparation of the audited financial statements and Form 990; Attends and participates in CSI Foundation, Inc. meetings; Responsible for the preparation of financial statements and the presentation at the meetings;

Responsible for the accounting, reconciling, and reporting of the CSI Foundation, Inc.'s endowment and various unrestricted and temporarily restricted funds;

- Attends and serves as campus representative at meetings with CUNY's Office of University Controller (OUC); provides recommendations in the formulation of fiscal policies and procedures to comply with University, State and local rules and regulations; Serves on campus & university committees as assigned; and
- Serves as the audit liaison for College's independent audit; Oversees year-end reporting of the College, CSI Auxiliary Services Corp., Inc., CSI Association, Inc. and CSI Foundation, Inc. to the Office of the University Controller for consolidation in connection with the preparation of the University's year-end GAAP reporting financial statements; Responds to the University's internal and independent auditor inquiries.

QUALIFICATIONS

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

Preferred qualifications include:

- Experience in accounting, financial reporting, analysis and statement preparation, or related experience, preferably within an educational institution. Knowledge of GAAP, FASB, and GASB reporting requirements.
- MBA or other advanced degree in a business discipline preferred.
- 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

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.

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CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

\$111,560 - \$129,310

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.

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

CLOSING DATE

March 3, 2024

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.