

Division: Economic Development and Community Partnerships
Office/Unit: Auxiliary Service Corporation/Administrative Office
Functional Job Title: Accountant
Position Type: Full Time

Hours: The standard work week is 35 hours. However, flexibility is required to accommodate additional hours during the financial year-end closing period (July through September) and periodically during the quarterly closes to ensure timely and accurate financial reporting.

Annual Salary Range: \$70,000 - \$80,000, commensurate with experience

Closing Date: Review of applications start 9/18/26; open until filled.

Click here to apply: [Career Center | Recruitment](#)

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. CSI-ASC is governed by the Not-For-Profit Corporation Laws of the State of New York. This position is funded by CSI-ASC, not the College of Staten Island.

The mission of CSI-ASC 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. CSI-ASC includes a diverse group of revenue-generating business enterprises that directly support student life, student success, and the faculty and staff of the College.

Reporting to the Finance Controller of CSI-ASC, the full-time accountant coordinates the daily activities in accounting to support financial analysis, budgeting, auditing of financial accounts and records, contract performance, and compliance. May perform complex independent work in these professional areas. Key duties and responsibilities may include:

- Examining invoices, claims, vouchers, statements, bills; verifying documents for accuracy by reviewing supporting data and assisting in recording and processing.
- Maintaining financial records of contracts, appropriations, allocations, authorizations, and payments and assisting in maintaining ledgers of accounts and in performing reconciliations.
- Reviewing and approving accounts receivable billing in the CUNYfirst PeopleSoft program (CUNYfirst) on daily basis.
- Preparing deposits in CUNYfirst daily and reporting to departments of funds received.
- Preparing and posting journal entries into CUNYfirst on a regular basis.
- Performing bank account reconciliations.
- Assisting in the monthly and quarterly closing process.
- Providing accurate, timely, and relevant recording, reporting, and analysis of financial information.
- Creating periodic reports, such as balance sheets, profit and loss statements and other financial schedules.
- Assisting with auditor requests and other activities related to the year-end audit.
- Aiding in the implementation of new accounting policies, standards, and guidelines.
- Handling sensitive information in a confidential manner.

- Complying with all company, local, state, and federal accounting and financial regulations as well as systems of internal control.
- Assisting with ad hoc financial analyses, reports, and special projects.
- Participate in the planning, implementation, testing, and optimization of new financial and human capital management systems, including platforms such as Workday, to improve business processes, reporting capabilities, and operational efficiency.
- Performing other duties as assigned.

Minimum Skills/Qualifications:

- Bachelor's Degree in Accounting.
- 4-6 years of professional experience.
- Strong analytical, communication, and computer skills.

Preferred Skills/Qualifications:

- Master's Degree in Accounting or similar field.
- Experience in the nonprofit higher education sector.
- Experience with CUNYfirst financial modules a plus.
- Experience participating in or leading enterprise system implementations, upgrades, or conversions, preferably involving ERP or cloud-based platforms such as Workday.

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/AANet/Disability-inclusive Employer.