Job Vacancy Notice

Job Title: Finance Coordinator
Job ID: 19113
Location: CUNY School of Law
Regular/Temporary: Regular

POSITION DETAILS
Reporting to the Finance Controller, the Finance Coordinator will assist the Controller and is responsible for performing a variety of related financial duties. The Finance Coordinator position involves the maintenance, analysis, preparation and presentation of financial data, statements, and expenditure reports, and other similar activities. The Coordinator will compute, classify, record and reconcile transactions.

Duties include but are not limited to:
- Review, monitor and process a variety of financial transactions.
- Prepare and track transaction entries and reconcile accounts and reports.
- Prepare financial reports; prepares management information reports.
- Respond to inquiries from faculty, staff, and students regarding financial policies and procedures.
- Provide assistance, as needed, in preparation of the CUNY Law School Foundation and Auxiliary Enterprise audited financial statements.
- Assist with mid-year and end-of-year procedures.
- Audit transactions initiated by end users for accuracy and compliance.
- Complete monthly update to Tax Levy Budget Report for end user.
- Assist with implementing and maintaining internal financial controls and procedures.
- Review submitted Tax Levy Travel & Expense reimbursements, for faculty/staff and confirm travel complies with NYS Travel Regulations.
- Coordinate with departments to resolve processing issues in a timely manner.

QUALIFICATIONS
Bachelor's Degree required.

Preferred Qualifications include:
- Experience in Accounting & Finance.
- Proficient in Quick Books & CUNYFirst.
- Ability to quickly accomplish tasks.
- Extraordinary customer service capabilities and strong attention to detail.

CUNY TITLE OVERVIEW
Performs financial analysis and administrative work related to College or unit accounting.

- Prepares, reconciles and distributes expenditure and related accounting reports
- Creates and maintains various spreadsheets related to financial analysis
- Processes and tracks transactional entries
- Provides support in the administration of various business operations
- Coordinates with various departments on accounting matters
- Monitors systems and operations to assure a smooth workflow
- Performs related duties as assigned.

Job Title Name: Finance Coordinator

CUNY TITLE
Assistant to HEO

FLSA
Non-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, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select “Apply Now” and provide the requested information.

CLOSING DATE

Resumes will be accepted through August 15, 2018.

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.