Job Title	Baruch College Fund Accountant
PVN ID	BA-1812-002839
Category	Administrative Services
Location	BARUCH COLLEGE
Department	VPAF
Status	Full Time
Annual Salary	$51,000.00 - $56,000.00
Hour(s) a Week	35
Closing Date	Feb 07, 2019 (Or Until Filled)

General Description

Reporting to the Baruch College Fund Controller, and exercising some independent judgement, performs daily operating functions of the Fund such as, processing cash receipts, cash disbursements utilizing the Financial Edge software. Performs monthly reconciliation of prepaid expenses, accrued expenses and other liabilities accounts.

Communicates with various schools and departments at Baruch College as well as vendors regarding fulfillment of a specific obligation.

Other Duties

- Responsible for reconciliation and preparation of 1099s at the end of the calendar year

- Develops and maintains spreadsheets

- Generates routine reports as assigned; works closely with others in the VP of Administration and Finance office to insure accuracy of the books of Baruch College Fund

- Keeps records safely and follows procedures to insure the security of the unit's computer and confidential files

- Assists in preparation for the annual audit and during audit fieldwork

- Responds to requests and inquiries in a timely manner

- Assists in monitoring and tracking program expenses by alerting the Controller and Associate Controller when budget issues arise

- Recommends improvements in processes

- Refers unresolved issues and policy relevant issues to the supervisor

- Performs other duties as assigned

Qualifications

- Ability to communicate effectively, orally and in writing, ability to treat diverse individuals with respect, respond calmly to complex and urgent issues and listen and respond to the concerns/ideas of others.

- Ability to organize and administer somewhat complex systems, ability to observe and manage details and multiple priorities.

- Ability to work with moderate supervision as an individual and as a team member.

- Knowledge of General Ledger software, preferably Financial Edge, including office programs such as Word and Excel.

- Experience with GL system migration