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<b>Job Title</b>	Deputy Director of Accounting for Foundation
<b>PVN ID</b>	CC-1906-003154
<b>Category</b>	Managerial and Professional
<b>Location</b>	The CITY COLLEGE of NEW YORK
<b>Department</b>	Finance
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,971.00 - \$128,485.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 09, 2019 (Or Until Filled)

## General Description

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Position: Deputy Director of Accounting for Foundation Operations

Department: Finance Office

Location: 160 Convent Avenue, Wingate Hall, Room 112, New York, NY 10031

FLSA Status: Full-Time, Exempt

Since its founding in 1847, The City College of New York (CCNY) has been true to its legacy of access, opportunity, and transformation. CCNY is as diverse, dynamic, and boldly visionary as the city itself. CCNY advances knowledge and critical thinking, and fosters research, creativity, and innovation across academic, artistic, and professional disciplines. As a public institution with public purpose and a 171-year history, CCNY produces citizens who make an impact on the cultural, social, and economic vitality of New York, the nation, and the world.

The 21st Century Foundation and the City College Fund recently agreed to terms that, over the next few months, will guide their combination into a new entity—a single Foundation overseeing philanthropy in support of The City College of New York and to advance the vision we all share for the College's future prosperity. The new Foundation will build on the historic legacies of both organizations, each of which have worked for decades to strengthen and advance the mission of the City College of New York. Both organizations are led by CCNY alumni with strong track records of supporting the College. Both manage vast resources that have supported student scholarships, endowed named professorships, underwritten academic and co-curricular programs, and in many other ways ensured that CCNY is able to offer the very best educational opportunities to students. Since it is anticipated that the technical and legal requirements of the merger may take many months to be fully satisfied, The City College Fund will continue to operate as a separate legal entity but governed by a shared board of directors. The CCNY Finance Office looks to fill the position of Deputy Director of Accounting to manage all accounting operations of The City College Fund until a new combined College foundation is formed.

The ideal candidate will plan, organize and supervise accounting-related functions on behalf of The City College Fund, including general accounting, policy development, cash management, budget, audit preparation, forecasting revenues and expenditures, purchasing and accounting-related contract compliance. The candidate will plan, organize, and lead all efforts to modernize The City College Fund records and operations to ensure successful merger with the 21<sup>st</sup> Century Foundation, including the planning and implementation of Raiser's Edge for The City College Fund. Once the merger has been complete, the Deputy Director of Accounting will continue to report to the Accounting Director and play a leadership role in the new combined College foundation.

## Other Duties

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Reports directly to the Director of Accounting. The incumbent will work closely with the Foundation's audit, investment and budget committees and will be expected to collaborate with all other committees as necessary. In addition, the position will interact regularly with the Foundations' Executive Director and Development Office staff as well as the College's Chief Financial Officer and Finance Office staff.

### **Principle Responsibilities:**

1. Issue timely and complete [financial statements](#)
2. Coordinate the annual audit
3. Plan and perform all accounting/finance tasks associated with the conversion of records to Financial/Raiser's Edge
4. Calculate and issue financial and operating metrics
5. Produce annual budget and forecasts
6. Calculate variances from the budget and report significant issues to management
7. Review internal controls over accounting and fundraising operations
8. Perform other tasks and analyses as needed or directed

### **Perform other tasks and analyses as needed or directed**

### **Compliance:**

1. Plan and perform all accounting tasks associated with the terms of the agreement to consolidate both foundation
2. Coordinate the provision of information to external [auditors](#) for the annual audit
3. Comply with local, state, and federal government reporting requirements and tax filings

## Qualifications

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**Desired Qualifications:** The deputy director of accounting candidate should have a Bachelor's degree in accounting or business administration and 8+ years of progressively responsible experience. Preference will be given to licensed, [Certified Public Accountants](#) with extensive experience working with non-profit organizations. The successful candidate will have excellent verbal and written communication and presentation skills. Candidates with experience using Financial Edge are preferred.

## **MINIMUM EDUCATION REQUIRED**

Bachelor's degree