
Job Title	Finance Coordinator - Accounting Operations
PVN ID	CC-2206-004849
Category	Administrative Services
Location	The CITY COLLEGE of NEW YORK
Department	Foundation for City College
Status	Full Time
Annual Salary	\$61,440.00 - \$71,388.00
Hour(s) a Week	35
Closing Date	Aug 07, 2022 (Or Until Filled)

General Description

POSITION DETAILS

The Foundation for City College, dedicated to the support of The City College of New York, seeks candidates for a Finance Coordinator - Accounting Operations position, reporting directly to the Director of Accounting of the Foundation for City College. The Finance Coordinator - Accounting Operations will assist in managing all Foundation assets, playing an integral role in the financial operations of the Foundation, including accounts payable, accounts receivable, bank reconciliation, payroll, and investment allocations.

About City College of New York

Since 1847, The City College of New York (CCNY), located in New York City, has offered a world-class and affordable education in the heart of the most diverse city in the world. CCNY offers undergraduate programs in architecture, engineering, education, the liberal arts, and sciences, preparing its students for the future and producing outstanding leaders in every field. Various graduate programs are also available to students including 50 master's programs and doctoral programs in engineering, the laboratory sciences, and psychology. More than 16,000 students pursue undergraduate and graduate degrees in eight professional schools and divisions.

The power to transform what students learn in the classroom, and apply it to communities both locally and globally, is what makes CCNY such a unique institution of higher education. Ranking #1 on the overall mobility index by The Chronicle of Higher Education out of 369 selective public colleges in the US, graduates from CCNY are more likely to move up two or more income quintiles, and the Center for World University Rankings places CCNY in the top 12% of universities worldwide in terms of academic excellence.

CCNY's accomplished alumni have gone on to become Supreme Court Justices, Secretaries of State, leaders of industry, world-renowned researchers and award-winning actors and musicians. As a public institution with a public purpose and a 175-year history, CCNY produces citizens who make an impact on the cultural, social, and economic vitality of New York, the nation, and the world.

Formation of the Foundation for City College

The Foundation for City College was formed in 2019 through the combining of the 21st Century Foundation and the City College Fund with the goal to form a unified fundraising organization for CCNY, improving the management of accounting, stewardship and disposition of philanthropy within the two separate foundations, and become a higher performing fundraising organization.

As part of the merger planning and in-depth review, significant improvements to historic practices were made. Accomplishments include improved internal controls; corrected accounting records, practices, and bookkeeping; the creation of an accounting procedures manual; the implementation of Financial Edge and migration of all accounts and financial management from a legacy system; resolved audit findings; and newly created reports and aids to budget planning.

The merger positions the new Foundation to seize the College's philanthropic opportunity, leveraging the College's strong record of accomplishments.

About the Foundation for City College

The mission of the Foundation for City College is to provide access to educational and research excellence, particularly to students who might not otherwise attend a senior college. Private gifts have the power to advance higher education, which transforms lives and communities, and the Foundation strives to enrich the City College experience for students, faculty, and staff. The Foundation staff work in collaboration with the President of The City College of New York to raise significant financial support from private sources, and to steward the Foundation's assets while serving as advocates for the College.

The Foundation supports a variety of programs at City College, including named professorships, advanced research operations, innovative programs leading to increased student success and campus-wide wellness opportunities, workforce development initiatives, and special programs and lectures that bring some of the nation's top intellectuals to the campus.

The vision of the Foundation for City College is to be the steward of The City College of New York through the Foundation's position as advocates for the College's endowment and to serve as a leader in accountability, stewardship, and overall commitment to excellence.

Key Responsibilities

Reporting to the Director of Accounting of the Foundation and working closely with other members of the Foundation Finance team, the Finance Coordinator will:

- Calculate monthly investment return distributions
- Manage revenue and accounts receivable processes
- Plan and execute all accounting tasks in support of Foundation operations, including accounts payable, accounts receivable, treasury, cash management, and general ledger
- Analyze spending trends and report findings
- Support production of annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Perform other tasks and analyses as needed or directed
- Update payroll records and post payroll transactions to general ledger
- Prepare, reconcile, and distribute expenditure and related accounting reports
- Create and maintain various spreadsheets related to financial analysis
- Process and track transactional entries
- Provide support in the administration of various business operations
- Coordinate with various departments on accounting matters
- Monitor systems and operations to assure a smooth workflow
- Perform related duties as assigned.

Note: Until further notice, this is a hybrid position, working at least 70% in the office, with the option to work 30% remotely.

Other Duties

Qualifications

Bachelor's Degree required.

Preferred Qualifications:

- Non-profit accounting expertise
- Higher education experience
- Knowledge of Financial Edge/Raisers' Edge
- Detail oriented and accurate
- Strong organizational skills with ability to establish plans, manage a large and varied workload of assignments with conflicting priorities, follow up and complete work by set deadlines
- Excellent oral and written communication
- Ability to work with diverse stakeholders of various organizational levels;
- Ability to work productively as an individual contributor and collaboratively as a team member in a time sensitive and customer responsive office;
- Proficiency in Microsoft Excel, including lookup functions and pivot tables.