

<b>Job Title</b>	Budget Aide
<b>PVN ID</b>	LE-2009-003723
<b>Category</b>	Administrative Services
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Campus Activities
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$41,686.00 - \$41,686.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 29, 2020 (Or Until Filled)

## General Description

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### 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.

## Other Duties

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### CAMPUS SPECIFIC OVERVIEW

- Under supervision, monitor and coordinate the day-to-day front desk activities of the office
- Initiate the bill paying process for the various related entities accounts
- Utilize CUNYFirst to track budgets and balances for the various related entities accounts and report variances to the supervisors

- Responsible for the upload and maintenance of new vendor requests in CUNYFirst
- Ensure that financial transactions are in accordance to the related entities bylaws and guidelines.
- Processes, tracks and maintains financial data in Quikbooks/Cunyfirst using the appropriate accounts, classifications and chartfields.
- provide general administrative support to assist with the effective and efficient operations of the office
- Review Data entry activities, identify and resolve discrepancies.
- Research inquiries to provide clarification to departments
- Investigates and reports on payment histories and other information for management
- Perform related duties as assigned.

## Qualifications

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### Preferred qualifications

- Bachelor's degree required
- Accounting degree or experience
- Must be proficient with Excel, Word and Access
- Ability to effectively communicate with customers, vendors and co-workers verbally and in writing
- Ability to work directly with the college community, vendors, private and public personnel
- Knowledge of Accounting, GASB, CUNY and State of New York Financial and auditing principles
- Must be customer service orientation with excellent organizational skills and a high attention to accuracy and detail
- Experience with PeopleSoft or equivalent financial software
- Prior experience working in fast paced environment