

<b>Job Title</b>	Accountant/Budget Assistant
<b>PVN ID</b>	QB-1811-002821
<b>Category</b>	Administrative Services
<b>Location</b>	QUEENSBOROUGH C. C.
<b>Department</b>	Accounting & Related Entities
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$31,614.00 - \$54,715.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 27, 2019 (Or Until Filled)

## General Description

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Report to the Accounting & Related Entities Director and exercising independent judgment, assists in implementing plans to achieve the goals and objectives of the Department. Using of the sponsor's technology/software required

## Other Duties

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- Validate payment invoices , process AP and journal entries
- Bank reconciliation, deposits, positive pay, stop payments and other bank related issues
- Purchase order validation and accounts receivable reconciliation
- Supervise ADP payroll, resolve unemployment claims and HR inquiries from dept. heads.
- Process TIAA contribution &invoices.
- Calculate and remit health and disability premium
- Monitor and remit sales taxes collected
- Generate departmental actual vs. budget financials on a monthly basis
- Adequately fund related entities ' payroll accounts
- Assist in preparing related entities budget
- Resolve vendor, student, related entities' staffs and ADP employee issues.
- Assist in year-end audit
- Ad hoc projects and reports to senior management as needed

## Qualifications

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- Ability to communicate effectively, orally and in writing; ability to treat diverse clients with respect; ability to

respond calmly to complex and urgent issues; ability to listen and respond to the concerns/ideas of others;

- Ability to organize and administer somewhat complex systems; ability to observe and manage details; and ability to manage multiple priorities;
  - Ability to generate creative solutions and learn state-of-the art processes for assignments;
  - Ability to work with moderate supervision as an individual and as a team member;
  - Ability to manage effectively office tracking and monitoring systems;
  - Working knowledge of public sector or non-profit funding policies; budgetary structures, human resource issues, procurement procedures, and bidding processes;
  - Knowledge of computer software, including basic office programs and programs for spreadsheets and publishing
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- A Bachelor's Degree and two (2) years related administrative, progressively responsible experience preferably in public setting,