

Job Title	Auxiliary Accountant
PVN ID	QB-2106-004061
Category	Administrative Services
Location	QUEENSBOROUGH C. C.
Department	Accounting
Status	Full Time
Annual Salary	\$38,000.00 - \$42,000.00
Hour(s) a Week	35
Closing Date	Oct 31, 2021 (Or Until Filled)

General Description

Reporting to the Finance Manager of Related Entities, the QCC Auxiliary Accountant is responsible for handling and supporting our accounting department with day to day accounting activities. You will also be responsible for maintaining accounting records such as profit and loss accounts, ledger accounts, and the balance sheet of the company.

One of the Queensborough Community College's greatest strengths, and a necessary element of excellence, is the diversity of our community. We strive to attract and nurture a talented and diverse faculty and staff that proudly reflect the unique character of the local Queens community, the most diverse county in the United States.

Other Duties

Account Payable:

- Check payment vouchers for completeness and accuracy. Ensure they are signed by authorized persons and that all required supporting documents are attached.
- Prepare checks/ACH in a timely manner, based on information on authorized payment vouchers.
- File payment vouchers in correct sequence and store in a secure place. Ensure that payment voucher and supporting documents uploaded to CUNY First to support a payment request.
- Prepare month/Quarterly parking sales tax.

Related Entities Payroll:

- Verify payroll expense worksheets by business entities to recognize payroll expenses
- Prepare the payroll liability per Business Entity report
- Allocated payroll expenses and payroll spending, record and maintenance all activities related payroll account
- Maintenance and process payment to fringe benefits.
- Provide and update journal entries and management reports.

Accounts Receivable:

- Prepare deposit slips for all checks received and deposit them at the Bursar's Office.
- Record all receipts. Ensure that correct accounts credited, and that account # written on the transmittal and recorded in CUNY First.
- File all receipts in correct sequence and store in a secure place. A separate folder should be used for each month. All folders must be labeled.
- Maintenance and reconcile 15 AMEX Cardholder Account, Create an invoice and collected the funding from difference funding sources (Fund Inc/QSA/Non-Taxlevy/Taxlevy)
- Monitor and reconcile AR Agency Reports, Communicate and collected reimbursed from difference funding
- Monitor and maintenance commissions receivable account for wireless rent. Create invoices sent to customers
- Updated Facilities Rental AR list, reconcile and recognized Facilities income

Budget and Report:

- Communicate and answer inquiries from departments or program regarding budget & actual spending and updated remaining balances.
- Assist to prepare Budget to be approved by the following fiscal year's budget
- Maintenance bookstore commissions worksheet for monthly Gross Sales
- Maintenance/ record /reconcile the transaction for several custody accounts with department

Other Duties:

- To record all banking transaction for checking account/payroll account/investment account & ID account
- To place positive pay via single check or place stop payment for void check online Citibank
- To generate ACH online transactions in on a monthly basis
- Maintenance and record Auxiliary investment accounts
- Assist with 1099 vendor and report for Related Entities
- Assist in year-end audit.
- Answer questions from vendors, students, faculty & staff regarding payments.

- Provide account balances upon request
- Maintains General Ledger-pass adjusting /correcting journal entries
- Assist other members of staff whenever required to perform other duties as requested by the Accounting Manager
- Verify W-9 and ePay form to add vendor in CUNY First were properly filled out and supporting documents included. Upload vendor request to CUNY First and notify requester whether the add vendor request was approved or denied
- Special Projected as needed

Qualifications

MINIMUM Qualifications

- Bachelor's degree in Accounting
- Excellent written communication skills

PREFERRED Qualifications

- Intermediate Excel skill, knowledge of pivot table, Vlookup, Sumif, etc.
- Experience in CUNY First or PeopleSoft
- Higher education/non-profit accounting and/or bookkeeping experience