

Job Title	Accountant
PVN ID	QC-2212-005282
Category	Administrative Services
Location	QUEENS COLLEGE
Department	QCF
Status	Full Time
Annual Salary	\$50,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Feb 13, 2023 (Or Until Filled)

General Description

Reporting to the Queens College Foundation Controller, candidate will be responsible for processing cash receipts and accounts payable utilizing the Financial Edge software. This will include communication with various schools and departments at Queen College and filing/maintaining related files.

Other Duties

Responsible for monthly reconciliation of various assets and liabilities accounts.

Responsible for preparation of 1099s at the end of the calendar year

Develop and maintain spreadsheets for uploading into general ledger

Assist in preparation for the annual audit and during audit fieldwork

Respond to requests and inquiries in a timely manner

Monitor and track program expenses

Performs other duties as assigned

Qualifications

Ability to communicate effectively, orally and in writing

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

Ability to manage details and multiple priorities

Ability to work with moderate supervision as an individual and as a team member

Knowledge of general ledger software, preferably Financial Edge

Proficient in Excel

Bachelor's Degree in Accounting, Masters a plus