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| Job Title | Finance Intern |
| PVN ID | RF-1709-002073 |
| Category | Clerical/Office Services |
| Location | RESEARCH FOUNDATION OF C.U.N.Y. |
| Department | Finance |
| Status | Part Time |
| Hourly Rate | \$15.00-\$15.00 |
| Hour(s) a Week | 0.00-28.00 |
| Closing Date | Nov 28, 2017 (Or Until Filled) |

General Description

DUTIES & RESPONSIBILITIES:

Reporting to the Manager of Tax Compliance and Payables, the incumbent:

- Contact State for Tax Exempt Sales Forms
- Assist with 1099 Clean up
- Assist with correction of ACH emails
- Responds to inquiries from internal staff and the field.
- Responds to audit and other requests for records and documents.
- Assists with scanning of invoices related to Property Management.
- Verify and match checks to payment requests processed through E-Procurement and Quali systems.
- Assists in the printing and distribution of accounts payable and payroll checks.
- Assists in the transmission of daily positive and monthly EFT files to the bank.
- Verifies and prepares checks of a predetermined amount for check audits and signature.
- Maintains distribution records for payroll and accounts payable transactions.
- Assists in the maintenance of files for time sheets, and other related documents and forms.
- Assists in resolving various vendor related inquiries regarding uncollected checks.
- Assist with scanning paper checks and payment documents into the Document Desk system.
- Assist with new projects as requested
- Performs other duties as assigned.

Other Duties

Qualifications

QUALIFICATIONS:

- High school graduate.
- Minimum of two years general office experience in a computer based financial environment with prior experience in records control preferred.
- Excellent communication skills required.
- Must possess the ability to work under pressure.
- Must be detail oriented.
- Prior computer experience necessary.