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<b>Job Title</b>	Junior Staff Accountant
<b>PVN ID</b>	RF-1801-002303
<b>Category</b>	Administrative Services
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Finance
<b>Status</b>	Part Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	0.00
<b>Closing Date</b>	Apr 10, 2018 (Or Until Filled)

## General Description

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### SUMMARY:

This is a part-time junior accounting position. The incumbent performs routine financial transactions, accounting duties and special assignments. The incumbent maintains exemplary standards of personal and professional ethics, communicates effectively, and assists others by participating in team-based projects as assigned.

## Other Duties

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### DUTIES & RESPONSIBILITIES:

- Assist in the monitoring and maintaining of all bank activities daily and communicate with various departments. Prepare the collateral report and ensure that the cash control procedures are adhered to.
- Assist in the Research Foundation bank reconciliations and take corrective action.
- Assist in analysis and verification of monthly bank billing statement.
- Communicate with bank to perform various transactions such as stop payment, cancellation and inquiry of payment status.
- Assist in providing supporting documentation for program audit requests.
- Prepare and process daily, month-end and year-end journal entries.
- Assist in the analysis of all payroll activities and preparation of journal entries.
- Prepare schedule for stale dated checks, send letter to payees and transmit unclaimed funds to New York State.
- Assist in the processing of garnishee payments.
- Analyze and reconcile various general ledger accounts and reports.

- Assist in the preparation of schedules for year-end financial statement audit.
- Assist in the documentation of policies and procedures.
- Other accounting duties and special assignments as assigned.

## Qualifications

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### **QUALIFICATIONS:**

- The selected candidate should be working towards an accounting degree; with a minimum of 12 accounting credits required.
- Working knowledge of high volume reconciliation and journal entries
- Strong analytical and writing skills
- Demonstrated ability to take the initiative in solving problems
- Working knowledge of MS Excel and Word
- Candidate should be a team player and possess the ability to interact with external contacts and various departments.