

Job Title	Junior Staff Accountant
PVN ID	RF-1804-002453
Category	Administrative Services
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Finance
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	0.00
Closing Date	Jun 04, 2018 (Or Until Filled)

General Description

Reporting to the Finance Managers, the Junior Staff Accountant assists in processing routine financial transactions, accounting duties and other assignments.

- Monitors, reviews and reconciles p-cards and other advance activities
- Communicates with clients to resolve outstanding balances
- Prepares journal entries and secures back-up documentation when accounting for advances
- Provides periodic p-card aging report to Accountants
- Assists with the administration of the Accounts Receivable Module (20%)
- Other duties as assigned.

Other Duties

Qualifications

- Minimum Associate Degree in Accounting
- Two to three years of work experience in Accounting
- Excellent communication skills, both written and verbal
- Ability to work quickly, accurately and under pressure
- Knowledge of Microsoft Office (Spreadsheet and word processing)
- Ability to work with internal and external clients.