



<b>Job Title</b>	Jr. Staff Accountant
<b>PVN ID</b>	RF-1912-003439
<b>Category</b>	Administrative Services
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Finance
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 31, 2020 (Or Until Filled)

## General Description

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The Jr. Staff Accountant will report to the Manager of Accounts Payable and PCard Services in Finance and will be exposed to many functions of the department. The position will serve as a point of contact to assist PCard users and will administer our Purchase Card Program. The position will also support the Finance Department by assisting with the preparation of reconciliations and various reports. The successful candidate should be analytical, detail-oriented and have strong communication skills. Incumbent should be motivated by new challenges such as learning new systems and documenting processes.

## Other Duties

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- Process PCards applications
- Walking customers through a process on the phone and providing training as needed
- Perform maintenance and administration of Concur and internal PCard Database
- Issues and suspends PCards in accordance with Research Foundation policy
- Cover the PCard Hotline and respond to the Purchase Card Email Inbox. Assist cardholders, administrators, college personnel and RFCUNY staff for questions pertaining to PCard use. Individual must follow up with correspondence and escalate when necessary.
- Run Daily PCard Balance Report and provide to internal departments on shared drive
- Assists with Accounts Payable processing functions as needed
- Work on ad-hoc projects as needed
- Assist in preparation of various reconciliations and financial reports
- Other duties as assigned

## Qualifications

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- BS in Accounting or Finance from an accredited institution
- 1-2 years' experience preferred
- High comfort level with computer-based accounting systems
- Must possess strong customer service and communication skills