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<b>Job Title</b>	Assistant Controller
<b>PVN ID</b>	RF-2003-003564
<b>Category</b>	Managerial and Professional
<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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This is a Management position, reporting to the Deputy Controller and exercising independent judgment, as delegated, in the fulfillment of the duties and responsibilities assigned. In concert with the Deputy Controller, the incumbent oversees the day-to-day operation of the Finance department, an administrative, policy and service unit of the Research Foundation. The incumbent is charged with a full range of responsibilities, including directing the activities of the unit, monitoring work progress, and providing feedback to ensure goals are understood and met. The incumbent will oversee staff members in identifying and resolving special problems, meeting standards for quality customer service, carrying out special assignments, supporting the development of staff skills, and monitoring resources to achieve savings goals. The incumbent maintains exemplary standards of personal professional ethics and participates in activities that keep him/her current in the field of financial management. The incumbent supports the work of other RF units by communicating effectively with staff involved in related projects, by being of assistance to others, and by participating in team-based projects as assigned.

## Other Duties

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- Assist Deputy Controller with the management of all accounting operations and the supervision of staff.
- Manage accounts receivables to ensure that billings and collections are processed in a timely manner. Generate reports for management.
- Oversee the preparation of the annual federal income tax form 990, 990T and NYS form CHAR500.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Ensure quality control over financial transactions and financial reporting.
- Prepare monthly, quarterly and year-end financial statements/reports.
- Explain and interpret financial trends and variances when applicable.
- Oversee year-end audit.

- Handle ad hoc reporting and special projects, as needed.
- Audit checks and review and approve EFT/wire transfer payments.
- In concert with the Deputy Controller, communicate departmental goals and priorities. Assists in developing staff competence in new and existing areas.
- Assist staff, when needed, with complex or difficult issues; handles difficult customer service matters when referred and uses cases to teach staff improved customer service techniques.
- Routinely informs Deputy Controller of work progress; provides timely updates on all critical matters; identifies problems and implements solutions.
- Recommend to the Deputy Controller techniques to improve productivity, increase efficiencies, cut costs, and maintain optimum business practices.
- Participate with relevant professional activities and personal development in this field.
- Perform other duties as assigned.

## Qualifications

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- BA degree in Accounting from an accredited institution; CPA preferred.
- Advanced level of experience in accounting and management.
- Experience with non-profit organization, preferable in a university or research-related setting.
- Competency using, overseeing, and implementing accounting systems.
- Competency in making public presentations and communicating effectively with diverse constituencies, including all levels of management and external organizations.
- Competency in utilizing technology for generating reports, analyzing and forecasting trends, researching problems and training staff.
- Demonstrable success in initiating cooperative working relationships, resolving customer concerns, and making timely and effective decisions.
- Competency in developing others using latest information in the field of Accounting and Finance.