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<b>Job Title</b>	Deputy Controller
<b>PVN ID</b>	RF-2112-004446
<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>Annual Salary</b>	\$87,248.00 - \$130,872.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 30, 2022 (Or Until Filled)

## General Description

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This is a management position, reporting to the Deputy CFO/Controller and exercising independent judgment, as delegated, in the fulfillment of the duties and responsibilities assigned. In concert with the Deputy CFO/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 managerial responsibilities, including directing specific activities of the unit, monitoring work progress, and providing feedback to ensure goals are understood and met. 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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**DUTIES AND RESPONSIBILITIES** include, but are not limited to:

- Oversee quarterly, mid-year and year-end financial statement preparation.
- Oversee the annual 403b pension audit; prepare related financial statements and reports.
- Manage all facets of the annual audit of the employee benefit plan. Work in consort with the consulting actuary to generate valuation reports. Analyze trends to determine if actuarial assumptions used for reporting are appropriate.
- Oversee the preparation of the annual federal income tax form 990 and New York State CHAR500.
- Analyze accounts receivables; highlight trends and potential problems; create and generate related reports for management.
- Assist leadership in the annual budgeting and planning process; administer and review financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Identify operational inefficiencies and control weaknesses and work with the appropriate staff to implement operational changes for the Foundation and its related entities.

- Handle ad hoc assignment and projects, including participation in IT developments and integrations.
- Review and analyze existing policies and procedures for efficiency and effectiveness; prepare written policy and procedure statements as needed.
- Audit and sign checks; review and approve EFT/wire transfer payments.
- Oversee all banking and investment fee costs and services; work with staff and bank officials to resolve all issues.
- Routinely inform Deputy CFO/Controller of work progress; provide timely updates on all critical matters; identify problems and implements solutions.
- Prepare management reports; explain and interpret trends and variances when applicable.
- Support management in engaging the board's audit and finance committees around issues and trends.
- Supervise and develop staff; establish performance standards and expectations for staff; review work assignments both in-progress and when completed.
- Recommend to the Deputy CFO/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.
- Minimum of seven years of related professional experience required.
- CPA and audit experience preferred.
- Knowledge and working experience in accounting for non-profit organization, preferably in a university or research-related setting.
- Competency using, overseeing, and/or implementing a computer-based accounting system.
- 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 the ability in others to use the latest information in the field of Finance and Accounting