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<b>Job Title</b>	Staff Accountant
<b>PVN ID</b>	RF-2303-005496
<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>	\$72,968.66 - \$100,547.37
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 12, 2023 (Or Until Filled)

## General Description

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The incumbent will be responsible for various duties pertaining to the reconciliation of the Foundation's bank accounts, garnishment payments, unclaimed funds, and general ledger. The incumbent will assist in preparing the presidents' monthly reports, quarterly and annual financial statement and maintain unclaimed funds schedules and escheat funds when required. Incumbent must have strong writing and analytical skills, exercise considerable independent judgment in performing assigned duties including delegation and training of junior staff.

## Other Duties

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Reporting to the Assistant Controller, the incumbent:

- Reconciles the Foundation bank accounts and take corrective actions
- Troubleshoots bank account discrepancies such as transmittal error, payroll interface and register variances, etc. and work closely with internal departments to resolve any issue in a timely manner
- Prepares multiple worksheets to analyze and reconcile various payroll registers before entering the information into the respective general ledger accounts
- Runs daily cash activity reports and communicate with various departments
- Prepares the collateral report and ensures that the cash control procedures are adhered to.
- Processes stop payments and cancellations
- Responsible for maintaining the unclaimed fund schedules, sending out due diligent letters to payees, and escheating funds to various states
- Interfaces with internal/external auditors
- Analyzes various general ledger accounts and take corrective action
- Assists in preparation of financial statements and schedules
- Assist in preparing monthly president's report, various financial reports and works on special projects as assigned by management

- Assist in processing garnishment payments
- Acts as back-up for the team in the areas of cash management, investment, and general ledger.
- Trains and overlooks junior staff
- Performs other duties as assigned

## Qualifications

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- BS Degree in Accounting.
- Two-four years of accounting experience.
- Strong computer literacy skills.
- Strong analytical skills and accuracy/detail oriented.
- Strong writing skills
- Superior inter-personal skills.