



Job Title	Finance Intern
PVN ID	RF-2305-005641
Category	Clerical/Office Services
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Finance
Status	Part Time
Hourly Rate	\$15.00-\$15.00
Hour(s) a Week	0.00
Closing Date	Jun 27, 2023 (Or Until Filled)

General Description

Reporting to the Property Manager (PM), the incumbent:

- Maintains and updates equipment acquisitions and dispositions in the Research Foundation's Property Manager system.
- Reconciles sponsor equipment acquisitions residing in the RF's PM system to the University's CUNYFirst property database.
- Processes all internal and external requests to transfer titles and dispose of equipment.
- Assists with requests from internal and external stakeholders (e.g., Internal Audit, Grants & Contracts, etc.).
- Other duties as assigned.

Other Duties

Qualifications

- High school graduate.
- High level of computer literacy. Excel proficiency is a plus.
- Entry-level candidates will be considered.
- Well-developed oral, written and listening communication skills.
- Ability to interact well with various levels of staff.
- Effective customer support and networking skills.