



Job Title	Deputy Controller
PVN ID	RF-2308-005806
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Finance
Status	Full Time
Annual Salary	\$126,761.00 - \$147,887.00
Hour(s) a Week	35
Closing Date	Apr 23, 2024 (Or Until Filled)

General Description

This is a management position reporting directly to the Controller. This position is expected to exercise independent judgment in the fulfillment of delegated duties and assigned responsibilities. In concert with the Controller, the position oversees the day-to-day operation of the Finance Department, which is 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 is required to maintain exemplary standards of professional ethics, as well as participate in activities that keep them current in the financial management field. The position supports the work of other RF departments by communicating effectively with staff on related projects, being of assistance to others, and participating in team-based projects and assignments.

Other Duties

- Oversee quarterly, mid-year and year-end financial statement preparation
- Oversee the annual 403b pension audit; prepare related financial statements and report.
- 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 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 Controller techniques to improve productivity, increase efficiencies, cut costs, and maintain optimum business practices.
- Perform other duties as assigned

Qualifications

- BA degree in Accounting from an accredited institution
- Minimum of seven years of related professional experience required
- CPA and audit experience strongly 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