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<b>Job Title</b>	Financial Analyst
<b>PVN ID</b>	VB-1602-000985
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
<b>Department</b>	Office of the University Controller
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 09, 2016 (Or Until Filled)

## General Description

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The Financial Analyst reports directly to the Deputy Director of Data Integrity and is primarily responsible for processing entries and request in the New York State Financial System (SFS), City's Financial Management System (FMS), and University's General Ledger CUNYfirst (CF). The processing is to provide accurate accounting and maintain the integrity of the data in the University's financial systems and sub-systems.

## Other Duties

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- Process Senior College request in New York SFS for Refund of Appropriation, Revenue Receipts, Journal Vouchers, and online entries;
- Liaise with State Comptroller's Office and Senior Colleges to provide updates on their request and resolve issues through the submission and approval process in SFS;
- Liaise with City Comptroller's Office and Community Colleges to review submissions in FMS;
- Process credit card reconciliation journals to re-class expense in CF, SFS, and FMS;
- Complete monthly Income Fund Reimbursable (IFR) cash reconciliation in SFS and CF;
- Complete monthly IFR transfer reconciliation in CF;
- Complete monthly expense reconciliation reports between the CF and SFS/FMS by personal services (PS), other than personal services (OTPS), and fringe;
- Collaborate with Revenue Management team and Cash Management team to compile monthly tax levy (TL) and non tax levy (NTL) cash reconciliation reports;
- Maintain crosswalk and legacy FIS account tables;
- Review and process position# and title# in legacy system to resolve any PS suspense;
- Process bi-weekly payroll data from the State and City into the legacy system to generate PS entries to interface into CF;
- Prepare accrual schedules at year-end (community college summer payroll accrual, senior

- college split payroll accrual) and submit them to the State and City agencies;
- Prepare quarterly schedules on Income Fund Reimbursable (IFR) for the Senior Colleges to reimburse the Central Office for fringe;
- Assist in Financial Reporting and Analysis team with year-end reconciliation and analysis to prepare the University's Consolidated Financial Statements;
- Process Central Office requests to create and update requisitions and receipts in CF;
- Monitor all requisitions in CF for budget validation and coordinates with buyers to resolve issues;
- Create receipts for payment in CF;
- Serve as backup to others in the Data Integrity team;
- Work on payroll implementation, special projects, and other duties as assigned.

## Qualifications

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- Good oral, written, and analytical skills.
- Ability to work independently and follow up and carry out on complex assignments.
- Ability to multitask and prioritize deadlines.
- Advanced knowledge MS Office and database applications.
- Advanced knowledge in spreadsheet formulas (v-lookup, pivot-tables, data sorting functions).
- PeopleSoft experience a plus.
- Experience in mainframe and desktop computer environments a plus.
- Knowledge of GASB reporting requirements.

### Minimum Qualifications

Candidates must possess a minimum of 2 years work experience, and a Bachelor degree in Accounting or related field (MBA and /or CPA a plus)