



<b>Job Title</b>	Staff Accountant
<b>PVN ID</b>	VC-1907-003167
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF VC - FACILIT PLAN, CONSTRUCT & MGMT
<b>Department</b>	City University Construction Fund
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 25, 2019 (Or Until Filled)

## General Description

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### General Description:

The City University Construction Fund (CUCF) is a New York State public benefit corporation that manages the \$3 billion capital construction program for the design and construction of space required to support the educational mandate of the City University of New York (CUNY).

## Other Duties

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### Duties:

Reporting to the Assistant Controller, the Staff Accountant is responsible for accomplishing a range of duties in a timely and efficient manner.

- Within the CUCF general ledger - prepares entries, including adjustments, closings, and reclassifications as part of the monthly and annual close process.
- Prepares trial balances, bank reconciliations, balance sheet reconciliations, operating statements, and financial schedules.
- Prepares and distributes financial and managerial reports to other internal and external departments.
- Liaises and works in conjunction with internal and external financial auditors, providing requested financial documentation and assisting in the preparation of CUCF preliminary draft annual financial

statements.

- Analyzes and interprets statements of financial condition and prepares appropriate summaries and reports.
- Maintains spreadsheets to support financial transactions and analyses of various expenses.
- Processes accounts payable invoices and expense claims for payment by matching and verifying with purchase orders, requisitions, packing slips, vendor statements and receipts into the NYC Financial Management System (FMS) and the NY Statewide Financial System (SFS).
- Fields internal CUCF and vendor questions, researches paperwork, checks voucher status, and works with staff to resolve any issues.
- Prepares purchase orders and other documentation to ensure proper and accurate processing.
- Acts as accounting liaison with various governmental authorities (e.g., State Comptroller's Office, City Comptroller's Office, State Division of Budget, City Department of Finance, DASNY, etc.).
- Assists with special projects, and other related duties as assigned.

## Qualifications

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### **Core Competencies/Qualifications:**

- Bachelor's degree in Accounting. 3-5 years of accounting experience in general accounting and/or financial reporting, including the following: journal entries, accruals, account reconciliations, monthly closing process and monthly reports.
- Accounting experience in a NYC or NYS publicly funded organization and/or in a higher education setting and/or in a construction setting a plus.
- Excellent oral and written communication skills.
- Knowledge of accounting software, specifically PeopleSoft (Oracle).
- Proficient with MS Office Suite, in particular Excel.
- Ability to create and work with spreadsheets and/or databases.
- Ability to work independently and as a team member; ability to set priorities and respond to changing demands from multiple sources.