



Job Title	Senior Accountant
PVN ID	VC-2304-005577
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Financial Management and Administration
Status	Full Time
Annual Salary	\$86,600.00 - \$96,600.00
Hour(s) a Week	35
Closing Date	Jun 21, 2023 (Or Until Filled)

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)

Reporting to the Controller of FPCM, the Senior Accountant will be responsible for the following:

- Processing accounts payable invoices and expense claims for payment by matching and verifying with purchase orders, requisitions, packing slips, vendor statements and receipts into the New York City Financial Management System (FMS) and the New York State Statewide Financial System (SFS)
- Preparing entries, including adjustments, closings, and reclassifications in the City University Construction Fund (CUCF) ledger as part of the monthly and annual close process
- Preparing trial balances, bank reconciliations, balance sheet reconciliations, operating statements, and financial schedules
- Maintaining spreadsheets to support financial transactions and analyses of various expenditures
- Assisting with year-end audit of CUCF, including the preparation of supporting documentation and addressing auditor questions

Other Duties

- Supervise Professional Staff
- Work on special projects, and other related duties

Qualifications

Minimum Qualifications

- Bachelor of Arts or Bachelor of Science degree in accounting, business administration or finance from an accredited college
- At least five years of accounting experience in general accounting and/or financial reporting, including journal entries and account reconciliations
- Proficiency with Microsoft Office Suite, particularly Excel

Preferred Qualifications

- A Master's in Business Administration
- A Certified Public Accountant (CPA) License
- Accounting experience in a New York City or New York State publicly funded organization

Core Competencies

- Excellent organization skills and the ability to multi-task
- Good written and verbal communication
- Ability to prioritize competing work and work under pressure
- Self-starter with an ability to be a team player
- Alert, observant, and looking for ways to improve processes
- Out of the box thinker, creative, and adaptable to situations