

Job Title	Controller
PVN ID	VC-2403-006198
Category	Managerial and Professional
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Financial Management and Administration
Status	Full Time
Annual Salary	\$125,000.00 - \$140,000.00
Hour(s) a Week	35
Closing Date	May 19, 2024 (Or Until Filled)

General Description

The City University of New York (CUNY) is embarked on a multi-billion dollar and multi-year capital design and construction program at its 25 campuses. The Office of Facilities Planning, Construction, and Management (FPCM) executes capital projects on behalf of the University.

Reporting to the Executive Director Financial Management and Administration, the Controller of FPCM will be responsible for the following:

- Managing all agency payments through the New York Statewide Financial System (SFS) and the New York City Financial Management System (FMS).
- Overseeing staff responsible for processing agency invoices, ensuring that all requests and expenditures are reviewed and processed in a timely manner.
- Preparing the annual financial statements for the City University Construction Fund (CUCF), which involves ongoing communications with CUCF's internal and external auditors.
- Coordinating and monitoring of financial transactions between CUCF and the Dormitory Authority of the State of New York (DASNY), including ensuring all year-end closing and adjusting entries are prepared.
- Reporting to the State of New York, the City of New York, University and college campuses management, and other external agencies.
- Developing and implementing FPCM's accounting and financial reporting policies and procedures, in accordance with generally accepted accounting principles.
- Conducting analysis of various financial data, including spending trends within the CUCF Capital Funds.
- Monitoring and maintaining payroll and administrative payments.

Other Duties

- Conducting annual audit of SFS user access records to determine compliance with State requirements.
- Responding to payment, transactional, and reporting questions from external stakeholders.

- Representing FPCM in meetings with staff from the offices of the New York City Comptroller, CUNY Central Office, and other New York City agencies.
- Working on special projects, and other related duties as assigned.

Qualifications

Minimum Qualifications

- A Bachelor's degree in Accounting or related field from an accredited college.
- A minimum of five years experience managing the accounting and financial operations of a similar sized organization.
- Strong working knowledge of accounting principles and practices.
- Proficiency with Microsoft Office Suite, particularly Excel and PowerPoint.

Preferred Qualifications

- A Master's degree in Business Administration.
- A valid New York State Certified Public Accountant License.

Core Competencies

- Good organizational and planning skills.
- Excellent written and verbal communication.
- Ability to work under pressure and to meet multiple deadlines.
- Ability to prioritize competing work.
- Self and team motivator.
- Ability to work effectively with staff, associates, and internal and external constituents.
- Out of the box thinker, creative, inventive and adaptable to situations.