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| <b>Job Title</b>      | Junior Accountant                            |
| <b>PVN ID</b>         | VC-2506-006901                               |
| <b>Category</b>       | Administrative Services                      |
| <b>Location</b>       | OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT |
| <b>Department</b>     | Accounting                                   |
| <b>Status</b>         | Full Time                                    |
| <b>Annual Salary</b>  | \$60,000.00 - \$70,000.00                    |
| <b>Hour(s) a Week</b> | 35   |
| <b>Closing Date</b>   | Aug 26, 2025 (Or Until Filled)               |

## General Description

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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 Junior 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
- Work on special projects and other related duties

## Other Duties

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## Qualifications

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### Minimum Qualifications

- Bachelor of Arts or Bachelor of Science degree in accounting, business administration, or finance from an accredited college
- Minimum of two years of experience in accounts payable

- Experience with accounts payable processes and financial management systems
- Accounting experience in general accounting and/or financial reporting, including journal entries and account reconciliations
- Proficiency with Microsoft Office Suite, particularly Excel

#### Preferred Qualifications

- Accounting experience in a New York City or New York State publicly funded organization

#### Core Competencies

- Excellent written and verbal communication
- Ability to work on multiple design and construction projects at one time
- Excellent organizational skills and the ability to multitask
- Ability to work under pressure and to meet multiple deadlines
- Ability to prioritize competing work
- Self and team motivator
- Ability to be a team player
- Ability to set project priorities and adjust implementation strategies
- Ability to work effectively with staff, associates, and internal and external constituents
- Knowledgeable of capital and operating budgets
- Alert, observant, and looking for ways to improve processes
- Out-of-the-box thinker, creative, inventive, and adaptable to situations