

---

<b>Job Title</b>	Budget Aide
<b>PVN ID</b>	LE-2102-003854
<b>Category</b>	Administrative Services
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Campus Activities
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$41,686.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 31, 2022 (Or Until Filled)

## General Description

---

### Reporting

Reporting to the Director of Auxiliary Services, receives daily supervision in the support of basic, professional administrative activities in support of providing financial operational support to the related entities at Lehman College, CUNY. Obtains data, enters data or copy into computers, and proofs data or copy for accuracy and consistency, using guidelines. Drafts charts, spreadsheets, information documents, and visual and written presentation materials using standard formats and information from varying sources. Processes routine financial, HR, procurement, or publication forms and documents. Keeps and organizes accurate records; keeps logs of contacts, inquiries, responses, and other client related interactions. Tracks various program matters; makes calls and follows up on details and tasks as assigned. Assists in planning and executing site visits, special evaluations, and meetings. Refers complex matters to superiors as needed, providing full and accurate details. Operates copy equipment and completes small publishing projects. Performs other duties as assigned

## Other Duties

---

Assists in the processing of accounts payable and payroll for the college's related entities. .Reviews paperwork to ensure accuracy and completeness, inputs payroll data and invoices to process vendor payments, provides guidance to end users on required documentation, researches and responds to request for information regarding payment history and other related matters.

Track budgets and balances for related entity accounts. Provide information to departments regarding budget balances and funds available for expenditure.

Review financial transactions to ensure adherence to the related entities bylaws and guidelines and follow-up with departments for additional information as needed.

Inputs budget, expenditure and receivable data into CUNYfirst using the appropriate accounts, classifications

and chartfields. Assists in the preparation of journal entries and the recording of receipts and expenditures.

Coordinates daily activities with other college departments including Purchasing, Bursars, General Accounting. Relays policies and procedures on the use of related entity funding to departmental users.

Assist in the preparation of materials needed to conduct board business and respond to Board inquiries.

Provides general administrative support, to ensure effective and efficient office operations.

Assist in the sale and distribution of student and faculty and staff parking permits.

Perform related duties as assigned.

## Qualifications

---

### Core Competencies

- Ability to organize diverse activities and succeed at multiple projects at once, observing schedules, budgets, and CUNY policies;
- Ability to keep accurate records and maintain libraries of materials;
- Ability to use standard office technology, including copy equipment; ability to use office software commensurate with the job requirements;
- Ability to respond to emergencies with calm and clarity; ability to manage multiple tasks;
- Ability to work with diverse groups and provide excellent customer service;
- Ability to communicate effectively individually and with groups, orally and in writing (including use of computer software).

### Minimum Qualifications

Bachelor degree in Accounting, Finance or Business related

### Preferred

Bachelor degree in finance, accounting, business or related field which gives the applicant a demonstrated understanding of business operations and best practices.

General knowledge of accounting and auditing principles.

Proficiency in Microsoft Office applications including Excel and Microsoft Word and prior experience in business financial software applications.

Ability to multi task and work in a high paced environment.