

Position: Full-time Assistant Director (Accounting and General)

The College of Staten Island Association, Inc. is a related entity to the College of Staten Island, and a position with The College of Staten Island Association, Inc. is NOT a city job.

Salary range: \$52,000 - \$55,000

Position is funded with student activity fees.

Full-time Assistant Director for fast paced nonprofit organization at the College of SI. Primary responsibility for accounts payable and other accounting-related functions. Assisting with year-end financial reporting. Preparing minutes of Board and Committee meetings. Office management and other duties as assigned. Ability to work with diverse populations. Proficiency in MS Office and familiarity with accounting software a plus. BS in business, accounting, or related field and minimum of 4 years related experience required.

To apply, email your resume and the names and contact information for three references to Association@csi.cuny.edu. No phone calls. **Resumes will be reviewed until the position is filled.**

As part of our commitment to affirmative action and as an equal opportunity employer, we are collecting data about our applicant pool. In this regard, we are asking that you consider completing a survey which you can access by copying and pasting the following link into your browser.

https://docs.google.com/forms/d/e/1FAIpQLSc6HoHEtBjT-_JqLAzk5a_2ep2XUCmUE8o2uWoucApD8GqQ2g/viewform

“Please note that participation in this survey is **100%** voluntary. The information you provide will be kept confidential and will have no impact on your application for this position.” Equal Opportunity employment – AA/ADA Employer

Thank you.