

Job Title: Finance Accountant Assistant, Level 1 or 1A (Provisional)  
Job ID: 28605  
Location: College of Staten Island  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

### **GENERAL DUTIES**

- Under direct supervision, performs bookkeeping, clerical, and sub professional work of ordinary difficulty and responsibility related to college accounting. Such work may be performed utilizing computers and related technology.
- There are two Assignment Levels for this position. All personnel perform related work. This specification describes typical assignments for this position; related duties may be assigned as needed.

#### **ASSIGNMENT LEVEL 1:**

- As instructed, maintains financial records of contracts, appropriations, allocations, authorizations, and payments and assists in maintaining ledgers of accounts and in performing reconciliations.
- As instructed, examines invoices, claims, vouchers, etc.; verifies documents for accuracy by reviewing supporting data and records and assists in audit functions.
- As authorized, receives remittances and payments; makes appropriate disbursements or refunds; keep logs and issues pertinent receipts.
- Assists in processing invoices, vouchers, claims, statements, bills, etc.
- Perform various calculations and computations, as directed.
- Perform other related duties, such as generating reports and producing checks and other financial documents, as required.

#### **ASSIGNMENT LEVEL 1A:**

- This assignment level is only for College Accounting Assistants who have achieved the minimum qualification requirements for the title College Accountant, Level 1, but have not been reassigned to duties in that title.

### **CONTRACT TITLE**

Finance Accountant Assistant

### **FLSA**

Non-exempt

## **CAMPUS SPECIFIC INFORMATION**

Reporting to the Finance Accountant, the Finance Accountant Assistant will assist with cashiering functions for the collection of all tuition and non-instructional fees, along with the recording and safeguarding of these funds. Under direct supervision, this position requires a collaborative, customer service-oriented team member with strong organizational skills.

- Specific responsibilities include, but are not limited to the following:
- Calculate and post charges for students enrolled in Center for Global Engagement and Special Programs. Answer students' inquiries in person, email, or via telephone.
- Process English Language Institute credit card payments.
- Serve as a liaison between Bursar, Center for Global Engagement and Various Other Departments within the College.
- Verify cash, check and money order payments processed by cashiers. Prepare and record cash deposits, scan and record checks and money orders. Reconcile daily receipts and provide documentation to the Finance Accounting Office.
- Process payments; open and close the Bursar cashiering system daily; and enforce proper cash handling procedures.
- Train the Bursar cashiers and provide backup cashiering support as needed.
- Adhere to the CUNY Cash Accountability Policy.
- Perform other duties as assigned by Supervisor.

## **MINIMUM QUALIFICATIONS**

### **ASSIGNMENT LEVEL 1:**

- A high school diploma or its equivalent, plus
- An associate degree from an accredited institution of higher education, AND One (1) year of full-time bookkeeping, figure clerk, account clerk, or similar experience, OR
- A comparable combination of experience and education.
- Demonstrated English language proficiency (ability to speak, read, write and understand English well enough to meet job requirements).

### **ASSIGNMENT LEVEL 1A:**

- A baccalaureate degree from an accredited institution of higher education, including or supplemented by at least eighteen (18) credits in accounting and at least six (6) credits in data processing, computer science, finance, banking, economics, taxation, statistics, or similar courses.

## **OTHER QUALIFICATIONS**

Preferred qualifications include:

- At least one-year experience in Accounts Receivable
- Knowledge of PeopleSoft Financials Software

- Proficiency using computers and standard applications and systems highly desired. Advanced proficiency in using Microsoft Excel to perform extensive data calculations and analyses.

## **COMPENSATION**

### **Level 1:**

New Hire: \$39,469\*  
Incumbent: \$44,601

### **Level 1A:**

New Hire: \$44,485\*  
Incumbent: \$50,270

\*This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.

## **BENEFITS**

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

## **HOW TO APPLY**

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

## **CLOSING DATE**

July 19, 2024

## **JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

## **EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.