

Job Title: Finance Coordinator – Center for Global Engagement  
Job ID: 29490  
Location: College of Staten Island  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

## **POSITION DETAILS**

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Director, the Finance Coordinator plays a key part in supporting the financial operations of the Center for Global Engagement (CGE). The position focuses on coordinating billing, collections, and revenue tracking for various programs, including study abroad and the English Language Institute. Additional duties include, but are not limited to:

- Coordinates billing and collections processes for study abroad programs, the English Language Institute, and other CGE activities.
- Ensures accurate collection records and oversee accounting procedures for all assigned programs.
- Processes payments to international partners, maintaining clear and timely communication to meet deadlines.
- Prepares and reviews financial action documents to facilitate accurate and timely fund transfers, vendor payments, and other financial transactions.
- Gathers, prepares, and distributes data for reports and presentations using appropriate software tools; generate system queries and basic reports.
- Maintains and updates office databases, ensuring accurate and current information on student accounts, billing, and charges.
- Organizes and manages files, lists, and records to support efficient operations and data accuracy.

- Performs additional duties as assigned to support the financial and administrative goals of the department.

## **QUALIFICATIONS**

Bachelor's Degree required.

### **Preferred Qualifications include:**

- Experience working, studying, or living abroad for at least four months.
- Proficiency or fluency in a second language.

## **CUNY TITLE OVERVIEW**

Performs financial analysis and administrative work related to College or unit accounting.

- Prepares, reconciles and distributes expenditure and related accounting reports
- Creates and maintains various spreadsheets related to financial analysis
- Processes and tracks transactional entries
- Provides support in the administration of various business operations
- Coordinates with various departments on accounting matters
- Monitors systems and operations to assure a smooth workflow
- Performs related duties as assigned.

Job Title Name: Finance Coordinator

## **CUNY TITLE**

Assistant to HEO

## **FLSA**

Non-exempt

## **COMPENSATION AND BENEFITS**

\$44,411 - \$49,960

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and

athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

## **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 contact information for three references (Professional or Personal) as one file.

## **CLOSING DATE**

January 5, 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.