

Position Posting:

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.**

Full-time Finance Coordinator for fast-paced nonprofit organization at the College of SI. Primary responsibility for day-to-day budget, finance and accounting functions. Attending board and committee meetings, preparing minutes. Other duties as assigned. Ability to work with diverse populations. Must be computer literate. Bachelor's degree required

Preferred qualifications - Degree in Accounting or Finance; Accounting experience; Knowledge of PeopleSoft/Oracle system, specifically the finance module; Higher education experience; Knowledge of Generally Accepted Accounting Principles; Experience utilizing Microsoft, Word and SharePoint; Attention to detail and ability to work in a fast-paced environment while managing multiple priorities; Must have strong organizational skills with the ability to set priorities, manage multiple demands and meet deadlines. Ability to work independently and collaboratively in a demanding and complex work environment.

Position is funded with student activity fees. Salary range: \$50,000-\$55,000 commensurate with experience.

Employee benefits include paid holidays in accordance with College's holiday schedule, medical benefits, accrued sick and vacation time, and participation in a retirement plan after two years of service.

FSLA Status: Non-Exempt

How to apply: *Reply to this ad with your resume and contact information for three references, or send an email to: Association@csi.cuny.edu*

Closing date: Open until filled, with review of resumes to begin on or after 4/7/24.

Equal Employment Opportunity/Affirmative Action Employer. The CSI Association complies with all applicable federal, NYS and NYC laws regarding equal employment opportunity and affirmative action.