

Job Description

Job Title:	Finance Accountant, Level 3 (Provisional)
Job ID:	5404
Location:	Lehman College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

GENERAL DUTIES

- Performs professional work in the field of accounting or auditing in a higher education setting, coordinates accounting activities, and may supervise employees engaged in accounting activities. Work may be performed utilizing computer and related technologies.
- There are five Assignment Levels for this position (1, 1-A, 2, 3, 4). All personnel perform related work. This specification describes typical assignments for this position; related duties may be assigned as needed.

ASSIGNMENT LEVEL 1:

- Under close supervision, performs entry-level professional work in the field of accounting, including assisting in the following:
 - Maintaining general and special books of accounts.
 - Posting accounting entries.
 - Preparing trial balances, bank reconciliations, and similar.
 - Establishing and maintaining codes for funds and reserves.
 - Allocating costs and charges.
 - Classifying revenues and expenditures.

ASSIGNMENT LEVEL 1-A:

- This assignment level is only for College Accountants who have five years of full-time service as a College Accountant and have not progressed to Levels 2, 3, or 4.

ASSIGNMENT LEVEL 2:

- Under supervision, performs professional work of average difficulty and responsibility in the field of accounting or auditing, including performing the following tasks:
 - Maintaining general and special books of accounts.
 - Posting entries, including adjustments, closings, and extension.
 - Preparing trial balances, bank reconciliations, operating statements, and financial schedules.
 - Establishing and maintaining codes for funds and reserves.

- Gathering data for use in preparing and analyzing various budgets and schedules.
- Maintaining records of costs and charges made against budgeted allocations.
- Classifying revenues and expenditures.
- Conducting financial and management audits, preparing preliminary draft reports..

ASSIGNMENT LEVEL 3:

- Under general supervision, coordinates and may supervise the daily activities of a major unit dealing with a specialized phase or phases of accounting, usually in conjunction with student financial aid, funds and grants, payroll, bursar functions, accounting to support financial analysis, budgeting, auditing of financial accounts and records, contract performance and compliance, and similar. May perform difficult independent work in these professional areas. Tasks may include:
 - Participating in project planning sessions.
 - Assisting in developing unit-wide plans, programs, and procedures for implementing and maintaining appropriate accounting controls.
 - Conducting and analyzing accounting studies and surveys in order to identify and satisfy changing trends, conditions, and regulations.
 - Analyzing and interpreting statements of financial condition, preparing appropriate summaries and reports.
 - Planning and organizing individual audits, preparing and reviewing audit procedures, monitoring audit progress, and reviewing reports.
 - Assisting in the design and implementation of computer systems and technology to meet new and changing needs.

ASSIGNMENT LEVEL 4:

- Under general supervision, coordinates and supervises the daily activities of a major unit dealing with a specialized phase or phases of accounting, usually in conjunction with student financial aid, funds and grants, payroll, bursar functions, accounting to support financial analysis, budgeting, auditing of financial accounts and records, contract performance and compliance, and similar. Also performs complex independent work in these professional areas. Tasks may include:
 - Participating in project planning sessions.
 - Assisting in developing unit-wide plans, programs, and procedures for implementing and maintaining appropriate accounting controls.
 - Conducting and analyzing accounting studies and surveys in order to identify and satisfy changing trends, conditions, and regulations.
 - Analyzing and interpreting statements of financial condition, indicating deviations, reviewing trends, and preparing data extrapolations for forecasting purposes.
 - Implementing performance standards, assuring compliance.
 - Assisting in developing and designing computer systems and technologies to meet new and changing needs.
 - Overseeing unit participation in University-wide compliance and systems audits, instructing staff in audit techniques, developing audit capabilities, and maintaining communications with all involved parties.

CONTRACT TITLE

Finance Accountant

FLSA

MINIMUM QUALIFICATIONS

ASSIGNMENT LEVEL

ALL LEVELS A baccalaureate degree from an accredited institution, including or supplemented by at least eighteen (18) college credits in accounting, and at least six (6) credits in data processing, computer science, banking, economics, statistics, or similar courses.

- Demonstrated English language proficiency, including the ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for job tasks.

- For work experience requirements (below), CUNY considers full-time work to be 35 hours per week. Part-time experience of at least 20 hours per week may be prorated and credited instead of, but not in addition to, full-time experience during the same period.

- Part-time experience of less than 20 hours per week will not be credited at all.

LEVEL 1: No additional work experience is required.

LEVEL 1-A: Five years full-time service as a College Accountant, if employee has not progressed to Levels 2, 3, or 4.

LEVEL 2: One year of full-time related experience in an appropriate field.

LEVEL 3: Two years total of full-time related experience in an appropriate field.

LEVEL 4: Three years total of full-time related experience in an appropriate field.

COMPENSATION

New Hire: \$49,827*

Incumbent: \$56,305

*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, go to www.cuny.edu, select "Employment", and "Search Job Listing". You will be prompted to create an account. Return to this job listing using the "Job Search" page and select "Apply Now".

CLOSING DATE

April 9, 2012

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.