

Careers at RFCUNY

Job Openings

Job Title: Finance Coordinator - Related Entities

PVN ID: LE-1906-003153

Category: Administrative Services

Location: LEHMAN COLLEGE

Department: Campus Activities

Status: Full Time

Annual Salary: \$39282

Hour(s) a Week: 35

General Description:

Reporting to the Senior Director or other higher level officer, receives daily supervision in the support of basic, professional administrative activities. Obtains data, enters data or copy into computers, and proofs data or copy for accuracy and consistency, using guidelines. Drafts charts, spreadsheets, information documents, and visual and written presentation materials using standard formats and information from varying sources. Processes routine financial, HR, procurement, or publication forms and documents. Keeps and organizes accurate records; keeps logs of contacts, inquiries, responses, and other client related interactions. Tracks various program matters; makes calls and follows up on details and tasks as assigned. Assists in planning and executing site visits, special evaluations, and meetings. Refers complex matters to superiors as needed, providing full and accurate details. Delivers reports and publications. Operates copy equipment and completes small publishing projects. Performs other duties as assigned

Other Duties:

- Monitor and coordinate the day-to-day payment activities of the office
- Manage the budgets and balances for the various related entities accounts
- Audit financial transactions to ensure adherence to the related entities bylaws and guide lines
- Processes, tracks and maintains financial data in EPS/Quikbooks/Cunyfirst using the appropriate accounts, classifications and chartfields
- Coordinates with the Budget, Purchasing, Bursars, General Accounting and department users to establish directives to support financial activities
- Administrative support in order to ensure effective and efficient office operations
- Review Data entry activities, identify and resolve data quality issues
- Investigates and reports on payment histories and other information for management
- Perform related duties as assigned

Qualifications:

Core Competencies

- Ability to organize diverse activities and succeed at multiple projects at once, observing schedules, budgets, and RF policies;
- Ability to keep accurate records and maintain libraries of materials;
- Ability to use standard office technology, including copy equipment; ability to use office software commensurate with the job requirements;
- Ability to respond to emergencies with calm and clarity; ability to manage multiple tasks;
- Ability to work with diverse groups and provide excellent customer service;
- Ability to communicate effectively individually and with groups, orally and in writing (including use of computer software).

Minimum Qualifications

Bachelor's degree

Preferred Qualifications

Must be proficient with Excel, Word and Access

Ability to effectively communicate with customers, vendors and co-workers verbally, in writing and through email

Ability to work directly with the college community, vendors and private and public personnel

Knowledge of Accounting, GASB, CUNY and State of New York Financial and auditing principles

Must possess a quality and customer service orientation with excellent organizational skills and a high attention to accuracy and detail

Experience with PeopleSoft or equivalent financial software

Prior experience working in fast paced environment