

Job Description

Job Title:	Finance Coordinator - Accounts Payable
Job ID:	11730
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

GENERAL DUTIES

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

CONTRACT TITLE

Assistant to HEO

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

In addition to the duties described above, the Finance Coordinator in the Accounts Payable unit is responsible for the following specific duties:

- Assists the Finance Manager in day to day operations of the Accounts Payable unit.
- Coordinates and conducts training for faculty and staff in CUNYFirst P-Card and Travel and Expense Reimbursement modules.
- Processes Capital Budget vouchers.
- Prepares expense reports for budget and college departments.
- Serves as the Travel administrator for Hostos Travel and Expense module.
- Processes new vendors into FMS and CUNYFirst as well as new employees into FMS, CUNYFirst, and Tumbleweed systems.
- Coordinates mailing of vendor checks.
- Maintains and organizes the vendor file system in accordance with CUNY guidelines.
- Works closely with the Accounting Department to request checks, reconcile payments, and process reimbursements.
- Serves as the Accounts Payable Coordinator for the CUNY Glacier system.

MINIMUM QUALIFICATIONS

Bachelor's Degree required.

COMPENSATION

\$35,576 - \$43,662

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

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment", and "Search Job Postings"

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references

CLOSING DATE

November 23, 2014

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.
