



| | |
|-----------------------|------------------------------------|
| Job Title | ACE Financial Reporting Analyst |
| PVN ID | LA-2406-006312 |
| Category | Administrative Services |
| Location | LAGUARDIA C. C. |
| Department | ACE VP Office - Finance Department |
| Status | Full Time |
| Annual Salary | \$65,000.00 - \$80,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Aug 26, 2024 (Or Until Filled) |

General Description

Under the supervision of the Senior Director of Finance, the Adult and Continuing Education (ACE) Financial Reporting Analyst will consolidate financial information from multiple units to create, prepare, monitor, review and analyze various ACE financial reports, primarily the quarterly Profit & Loss Financial statements (P&L); as well as assist project directors of the Division of Adult and Continuing Education at LaGuardia Community College in supporting Tax Levy and Research Foundation of CUNY discretionary funded projects, grant funded projects and contract training projects across the division which encompasses the creation of budgets, monitoring and analysis of these projects in addition to the following duties:

- Monitor and ensure accuracy, completeness, and integrity of the financial information.
- Coordinate the consolidation of financial data from multiple units and ensure consistency and accuracy.
- Prepare accurate and timely financial statements for review and distribution.
- Provide financial analysis and insights to support decision making by senior management.
- Analyze financial data to identify trends, variances and opportunities for improvement and communicate findings to senior management.
- Identify opportunities to streamline financial consolidation, reporting and processes.
- Be cross trained in all areas of ACE Finance operations which may include onboarding new staff, procurement, and accounts payable.
- Monitor and reconcile accounts for adherence to established budgets and close out in a timely fashion.
- Ensure that account transactions follow all applicable guidelines.
- Assist project directors with analysis of project-related issues.
- Develop and implement solutions, create, and maintain information systems related to projects and run reports as required by management.
- Act as the liaison between the ACE Finance Office, Budget Office, Accounting Office, Grants Office, Research Foundation of CUNY and any other campus or CUNY offices as needed.
- Assist the Senior Director of Finance in compiling and analyzing data for financial reports to senior management and project directors.

Other Duties

- Other duties as assigned.

Qualifications

- Bachelor's degree and four years' related experience required or Associate's degree and eight years of related experience required.
- Relevant experience in budget, financial reporting and analysis strongly preferred.
- Experience with financial database systems, managing budgets with multiple funding sources is required, along with strong analytical and computer skills related to budgeting, forecasting and financial reporting.
- Must have strong organizational skills with the ability to establish priorities, handle multiple demands and projects, attention to detail, high degree of accuracy and meet multiple deadlines.
- Excellent verbal, written and interpersonal communication skills.
- Advanced proficiency using Microsoft Office, primarily intermediate to advanced Excel knowledge to analyze and process financial data (tables, pivot tables, functions, VLookup, dashboards etc).