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<b>Job Title</b>	Finance Assistant
<b>PVN ID</b>	LE-2207-004942
<b>Category</b>	Administrative Services
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Financial Operations
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$42,555.00 - \$54,175.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 18, 2022 (Or Until Filled)

## General Description

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Reporting to the Director of Auxiliary Services at Lehman College, and exercising some independent judgment, assists in implementing plans to achieve the goals and objectives of the Office of Campus Activities which administers the financial activities for the College's related entities including the Lehman College Auxiliary Enterprise Corporation, Lehman College Association for Campus Activities, Lehman College Student Child Care Center, and Lehman College Art Gallery. Expected to act independently on routine tasks and collaboratively on complex assignments by observing established priorities in a timely and efficient manner. Assists in the processing of payroll and accounts payable and provides guidance to users on proper policies and procedures. Serves as a liaison to various third party vendor responding to vendor requests and following up as needed on college inquiries and contractual reporting requirements. Responds to faculty and staff inquiries regarding policies and procedures and responsible for the sale of student and staff parking permits for College parking facilities.

## Other Duties

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Assists in the processing of accounts payable and payroll for the college's related entities.

Reviews paperwork to ensure accuracy and completeness, inputs payroll data and invoices to process vendor payments, provides guidance to end users on required documentation, researches and responds to request for information regarding payment history and other related matters.

Track budgets and balances for related entity accounts. Provide information to departments regarding budget balances and funds available for expenditure. Initiates budget transfers.

Review financial transactions to ensure adherence to the related entities bylaws and guidelines and follow-up with departments for additional information as needed.

Inputs budget, expenditure and receivable data into CUNYfirst using the appropriate accounts, classifications

and chartfields. Assists in the preparation of journal entries and the recording of receipts and expenditures.

Coordinates daily activities with other college departments including Purchasing, Bursar, General Accounting. Relays policies and procedures on the use of related entity funding to departmental users.

Assist in the preparation of materials needed to conduct board business and respond to Board inquiries.

Provides general administrative support, to ensure effective and efficient office operations.

Assist in the sale and distribution of student and faculty and staff parking permits.

Perform related duties as assigned

## Qualifications

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### **CORE COMPETENCIES:**

Ability to communicate effectively, orally an excellent customer service skills and ability to work well with others throughout the college community.

Ability to organize work, prioritize and manage details and multiple projects.

Ability to generate creative solutions and learn state-of-the art processes for assignments.

Ability to work with moderate supervision as an individual and as a team member.

Working knowledge of public sector or non-profit funding policies, budgetary structures, human resource issues, procurement procedures, and bidding processes.

Knowledge of computer software, including basic MS office programs and programs for spreadsheets and presentations

### **QUALIFICATIONS:**

A Bachelor's Degree in accounting, finance or related business field and two (2) years related administrative, progressively responsible experience preferably in a public, educational or non profit setting.

**NOTE:** this description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.