



<b>Job Title</b>	Finance Intern
<b>PVN ID</b>	RF-1709-002073
<b>Category</b>	Clerical/Office Services
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Finance
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$15.00-\$15.00
<b>Hour(s) a Week</b>	0.00-28.00
<b>Closing Date</b>	Nov 28, 2017 (Or Until Filled)

## General Description

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### DUTIES & RESPONSIBILITIES:

Reporting to the Manager of Tax Compliance and Payables, the incumbent:

- Contact State for Tax Exempt Sales Forms
- Assist with 1099 Clean up
- Assist with correction of ACH emails
- Responds to inquiries from internal staff and the field.
- Responds to audit and other requests for records and documents.
- Assists with scanning of invoices related to Property Management.
- Verify and match checks to payment requests processed through E-Procurement and Quali systems.
- Assists in the printing and distribution of accounts payable and payroll checks.
- Assists in the transmission of daily positive and monthly EFT files to the bank.
- Verifies and prepares checks of a predetermined amount for check audits and signature.
- Maintains distribution records for payroll and accounts payable transactions.
- Assists in the maintenance of files for time sheets, and other related documents and forms.
- Assists in resolving various vendor related inquiries regarding uncollected checks.
- Assist with scanning paper checks and payment documents into the Document Desk system.
- Assist with new projects as requested
- Performs other duties as assigned.

## Other Duties

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## Qualifications

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**QUALIFICATIONS:**

- High school graduate.
- Minimum of two years general office experience in a computer based financial environment with prior experience in records control preferred.
- Excellent communication skills required.
- Must possess the ability to work under pressure.
- Must be detail oriented.
- Prior computer experience necessary.