
Job Title	Assistant Controller – Financial Enterprise Systems – Temp
PVN ID	RF-1711-002176
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Finance
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jan 08, 2018 (Or Until Filled)

General Description

SUMMARY:

This is a management position, reporting to the Sr. Associate Controller and exercising independent judgment, as delegated, in the fulfillment of the duties and responsibilities assigned. The incumbent serves as project manager handling all facets of the Finance Department's (FD) role in the development, implementation, and operation of Finance Systems. The individual liaises with SIS to set FD requirements, coordinate project deliverables, monitor results and timeliness, articulate systems problems and solutions etc. This requires a solid understanding of encumbrance accounting, FD methods/goals/requirements and the ability to communicate these to SIS personnel.

The incumbent is charged with a full range of managerial responsibilities, including directing specific activities of the unit, monitoring work progress, and providing feedback to ensure goals are understood and met. The incumbent supports the work of other RF units by communicating effectively with staff involved in related projects, by being of assistance to others, and by participating in team-based projects as assigned.

Other Duties

DUTIES & RESPONSIBILITIES:

- Manage and coordinates aspects of the Finance Department's (FD) role in the development and implementation of complex financial systems as directed by Sr. Associate Controller. Oversees and assists with systems implementations and all upgrades, fixes, interfaces and enhancements. Liaise with all parties to make sure that the products developed correspond to finance department requirements.
- Coordinates project deliverables and due dates with SIS.
- Identify systems issues and helps to resolve them. Tracks and reports status with regard to the project development process.

- Works with SIS to provide technical testing, coordination of end-user testing, support, and training.
- Conducts, analyses, and provides significant input into policy and procedure development and strategic planning decisions.
- Writes status reports, including conclusions and operational recommendations.
- Acts as a resource for implementing financial management systems for the field.
- Handle ad hoc assignment and projects for the FD, including participation in IT developments and integrations.
- Create/Review/Analyze new and existing policies/procedures for efficiency and effectiveness; prepare written policy and procedure statements as needed.
- Routinely inform Sr. Associate Controller of work progress; provide timely updates on all critical matters; identify problems and implements solutions.
- Perform other duties as assigned.

Qualifications

QUALIFICATIONS:

- BA degree in Accounting from an accredited institution
- Competency using, overseeing, and/or implementing a computer-based system
- Experience with project management and developing complex financial systems
- Experience in end-user training for financial systems.
- Competency in utilizing technology for generating reports, analyzing and forecasting trends, researching problems and training staff.
- Competency in making public presentations and communicating effectively with diverse constituencies, including all levels of management and external organizations.
- Demonstrable success in initiating cooperative working relationships, resolving customer concerns and making timely and effective decisions.