

<b>Job Title</b>	Assistant Project Administrator
<b>PVN ID</b>	RF-1804-002429
<b>Category</b>	Managerial and Professional
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Finance
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$57,857.34
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 05, 2018 (Or Until Filled)

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## General Description

This position reports directly to the General Accounting Manager. The incumbent will assist the Group Manager and Staff Accountants in administering Agency Fund accounts, including setting up, maintaining and updating project information and records/reports; reviewing project budgets, encumbrances and expenses; and verifying authorizing signatures and availability of funding.

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## Other Duties

- Assist Staff Accountants in administering Agency Fund accounts, including the Recovery, Recovery Derived and Central Allocation Budget accounts.
- Set up, maintain and update all project information.
- Review project budgets, encumbrances and expenses, including independent contractor agreements, purchase orders, payment request forms, and personnel action forms.
- Verify authorizing signatures and the availability of funding; and review and process transactions according to project standards and guidelines.
- Review and enter transactions, including journal entries and pre-encumbrances into the accounting system.
- Maintain records/reports that track RFCUNY and College advances and guarantees to sponsored projects.
- Communicate effectively with and prepare written correspondence to Project Directors and to other RFCUNY departments, providing exceptional customer service.
- Assist Staff Accountants in preparing monthly and annual financial reports/statements.
- Perform other duties as assigned.

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## Qualifications

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- BS or BBA degree required with at least fifteen (15) credits in accounting
  - At least one (1) year of fund accounting experience
  - Superior verbal and written communication skills
  - Detail-oriented with superior analytical skills, and computer literacy in Excel
  - Ability to work independently and as part of a team