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<b>Job Title</b>	Assistant Project Administrator (Business Admin./Accounting)
<b>PVN ID</b>	RF-1909-003276
<b>Category</b>	Managerial and Professional
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Grants & Contracts
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$59,014.49
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 22, 2019 (Or Until Filled)

## General Description

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This is a temporary position. The incumbent acts in a support role to the PA who has full post award financial management responsibility for the Census 2020 project funded by agreement with NYC Department of Youth and Community Development. The incumbent assists the PA in oversight management of all phases of project from inception, through the billing and reporting stages, to the final closeout process.

## Other Duties

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- Review and analyze award documents and related information preparatory to account establishment.
- Establish account, perform validation of documentation to meet Sponsor, CUNY, and Research Foundation requirements.
- Perform Fiscal review of independent contractor agreements and related documents for PA's approval.
- Provide financial oversight over restricted sponsor funds, which will include monitoring disbursements, e-personnel actions, purchase orders and consultant contracts, independent contractor agreements, released time, summer salary, code cash receipts, etc., to confirm that they comply with program requirements.
- Assist Principal Investigators in preparing budget modifications.
- Assist on/off site auditors.
- Assist in the maintenance of accounts receivables and answer inquiries related to billings and collections. Reconciliation of other financial reports, as needed.
- Assist in the management of RFCUNY compliance with general Sponsor terms and conditions, policies and regulations, and other requirements on a regular basis throughout the budget life, related to best practices and prudent stewardship of project funds.
- Assist in the preparation of interim and final billings and expenditure reports and obtain program reports from principal investigators, as required. Assist in award closeout process.
- Obtain cost sharing data when required and maintain cost sharing files.

- Interact at all levels with Principal Investigators, sponsor agency staff, campus personnel, RF staff etc. Provide assistance in the preparation and analysis of financial and other data reports related to project activity.
- Other duties as assigned.

## Qualifications

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- BS or BA with preferred 15 credits in accounting.
- High level of computer literacy. Accounting software experience a plus. Excel proficiency.
- One to two years accounting or general financial experience preferred.
- Well-developed oral, written and listening communication skills.
- Ability to interact well with various levels of staff.
- Effective customer support and networking skills.