
Job Title	Assistant Controller for Related Entities
PVN ID	RF-2407-006330
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Finance
Status	Full Time
Annual Salary	\$98,103.00 - \$114,454.00
Hour(s) a Week	35
Closing Date	Oct 15, 2024 (Or Until Filled)

General Description

Reporting to the Deputy Controller, the Assistant Controller for Related Entities position oversees the financial activities of the financial operations of the Foundation's separate entity -- the LLC that owns and operates the office building in which the Foundation is located, CUNY service centers, and the RF annual operating budget and projections. The position is also responsible for managing various general accounting functions, oversee the LLC's year-end close and accounts payable processes working closely with the building management operations team, monthly and quarterly LLC management reporting, and fostering collaboration across different departments for related entities.

Other Duties

FINANCE AREA:

- Oversee day-to-day accounting activities, including accounts payable, accounts receivable on building tenants, and general ledger maintenance
- Oversees the financial reporting and audit of the RF's company owned and operated office building at 230 West 41st Street
- Assist with RF annual budget and projection
- Creates monthly invoices in the Research Foundation's Financial System, Kuali, and iLab and Badger systems for the invoicing process for internal and external users of the service center facilities
- Enter journal entries to process payments for internal CUNY PIs who use the Service Centers
- Monitors Aging reports for SC accounts, including tracking payments from external sponsors
- Contact PIs to communicate any issues related to their payments (e.g. insufficient funds, invoice period outside of account budget period, etc.)
- Oversees the annual re-certification of service centers used to control allowable charges on services or products used principally within the University community; ensures research activities that involve a service/recharge center are compliant with federal Uniform Guidance

- Prepare monthly management reports and quarterly LLC financial statements
- Monitors VEBA Investment assets (~\$170M) to ensure holdings comply with the RF's Board approved Investment Policy. Works with Investment Managers regularly to investigate fluctuations. Informs CFO and management in a timely manner regarding changes in investment strategies (e.g. new managers, major liquidation of assets kept with current managers, etc.). Meets quarterly with investment managers and consultants to insure that VEBA assets are allocated according to RF's Board approved investment policy
- Uphold the integrity of the general ledger of related entities by confirming the validity of all financial transactions
- Explain and interpret financial trends and variances when necessary
- Coordinate LLC financial audits with internal and external auditors
- Represent Finance in Related Entity operational matters
- Handle all requests for information as they relate to sponsor audits, pre-award proposals, etc.
- Perform other duties as assigned

Qualifications

- Bachelor's degree in accounting from an accredited institution
- 6+ years of professional accounting experience required
- Knowledge and working experience in accounting for non-profit organization, preferable in a university or research-related setting
- Competency using, overseeing, and implementing a computer-based accounting system
- Competency in making public presentations and communicating effectively with diverse constituencies, including all levels of management and external organizations
- Proficiency in the utilization of technology for generating reports, analyzing and forecasting trends, researching problems and training staff
- Proficiency in Microsoft Word and Excel, ability to create and use mid-level Excel functions
- Demonstrated success in initiating cooperative working relationships, resolving customer concerns, and making timely and effective decisions
- Competency in developing others using latest information in the fields of finance and accounting
- Ability to work well in a hybrid setting, while understanding team dynamics and deadlines.