

<b>Job Title</b>	General Accounting Manager
<b>PVN ID</b>	RF-2407-006332
<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>	\$84,800.00 - \$98,934.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 15, 2024 (Or Until Filled)

## General Description

Reporting directly to the Assistant Controller for Related Entities, the General Accounting Manager will collaborate extensively with cross-functional partners and will be primarily responsible for assisting with the financial activities of the CUNY service centers; and financial operations of the Foundation's separate entity, an LLC that owns and operates the office building in which the Foundation is located. The role will also assist with preparation of indirect cost analysis and coordinate research property and equipment inventory with the property coordinator. The ideal candidate has experience managing staff.

## Other Duties

- Oversees the financial reporting and audit of the RF's company owned and operated office building at 230 West 41st Street
- Oversee day-to-day accounting activities, including accounts payable, accounts receivable on building tenants, and general ledger maintenance
- Creates monthly invoices in the Research Foundation's Financial System, Kuali, and iLab software 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
- 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.
- Oversees staff preparation of monthly wire for employee health insurance premium to BC/BS and reviews reconciliation of Empire Blue Cross Claims Paid and Reserve accounts.
- Works with RF Financial team during 403(b) audit. Answers questions regarding documentation relating to pool expenses, TIAA, etc. Create monthly management reports using Kuali reporting and Cognos;

- explain and interpret trends and variances when applicable.
- Perform other duties as assigned.

## Qualifications

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- Bachelor's degree in accounting, finance or related field required
- 5+ years of professional accounting experience preferred
- Thorough knowledge of automated financial and accounting reporting systems
- Prior experience with non-profit audits
- Familiar with federal, NY state, and NY City financial regulations
- Strong interpersonal and people management skills, as well as excellent communication skills (oral/written) and presentation skills
- Excellent analytical ability, strong planning and organizational skills
- Proficiency in Microsoft Word and Excel with ability to create and use mid-level Excel functions
- Ability to manage multiple projects and priorities and work effectively under pressure
- Demonstrable success in initiating cooperative working relationships, resolving customer concerns, and making timely and effective decisions
- Ability to work well in a hybrid setting, while understanding team dynamics and deadlines
- Able to handle confidential information with discretion and integrity
- Superior time management abilities