



Job Title	Junior Staff Accountant
PVN ID	RF-2407-006349
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Finance
Status	Full Time
Annual Salary	\$67,087.23 - \$78,165.86
Hour(s) a Week	35
Closing Date	Sep 23, 2024 (Or Until Filled)

General Description

Reporting to the Senior Associate Controller, the successful incumbent will be responsible for performing ongoing Accounts Receivable functions, assisting with the drawdown of sponsor awards and providing assistance with P-Card administration. The Manager of AP and PCard Services will supervise those activities. The position includes the following duties:

- Prepare and upload reconciled incoming wires and checks to the General Ledger daily.
- Assist with the processing of letter of credit drawdowns as needed. Work closely with Grants & Contracts to ensure that funds are properly drawn down and returned in a timely manner for unspent funds.
- Assign pending receipts to the appropriate account and provide reports on uncoded receipts (Receipts Pending.)
- Create Journal Entries for Class Events in the Event Management System and perform Bank Account Reconciliation for fee account.
- Assist with Monitoring the P-Card application request system, which involves overseeing the process of verifying and accepting completed applications.
- Assist with P-Card/Concur administration, which includes entering new users, accounts, and approvers into the system.
- Review the P-Card email inbox and respond to inquiries from Cardholders & RF Staff, including performing increases.
- Assist in the review of P-Card/Concur transactions aging reports and assist in sending emails past due & delinquent P-Card holders under the direction of Management.
- Complete new vendor forms for sponsors to enable ACH payments to the RF.
- Other duties and special projects as assigned.

Other Duties

Qualifications

- BA/BS degree in accounting, finance or related degree.
- Two to three years of work experience in accounts receivable/payable and general accounting or finance.
- Ability to exercise good judgment, work independently, and meet strict
- Excellent communication skills, both written and
- Strong analytical and organizational skills.
- Knowledge of computer applications (Spreadsheets/word processing).
- Ability to work well in a (50%) hybrid setting, while understanding team dynamics and deadlines.