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<b>Job Title</b>	Budget Anayst
<b>PVN ID</b>	VB-1802-002353
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR VC-BUDGET , FINANCE & FISCAL POLICY
<b>Department</b>	Office of the University Controller
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 06, 2018 (Or Until Filled)

## General Description

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Assist with the month end closing process of the Student Financial Aid Accounting Department, including but not limited to reviewing account reconciliations, analytically reviewing accounts compared to prior periods and obtaining explanations for significant variances, and preparing journal entries.

## Other Duties

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- Analyze revenue information to ensure completeness and accuracy of revenue records; reconcile to information from IT operations, and follow up on discrepancies; identify reasons for revenue month-to-month variances and out of period adjustments; communicate with partners and facilitate issue resolution.
- Analyze reports produced from various sub-systems and reconcile to the general ledger, Cash Management database and CUNYFirst-Student Financials and Financial Aid modules. Reconcile various Federal, State, City and private Financial Aid Activity to the applicable sub-system.
- Analyze month-end/year-end accruals and other closing entries as needed.
- Research general ledger transactions requiring further review.
- Tracks and maintains financial data to provide fiscal reports to management.
- Gather and prepare materials for audit and external compliance activities; assist in preparing audit schedules for external and internal auditors and provide support to auditor information requests.
- Propose accounting policies and best practices related to revenue recognition to management and work closely with auditors on adopted policies and best practice procedures.
- Responsible for preparation of weekly, quarterly and annual Federal and State payroll tax filings.
- Oversight of the billing process for the Federal Work Study Program.
- Prepare and reconcile accounts payable vouchers of State and City funding to the General Ledger.
- Log transactions related to the University's work-study program into the FAS subsystem.
- Prepare footnote support for the University's Financial Statements.
- Assist with the W-2 process for the University's work-study students.

- Supervise and train subordinate staff.
- Assist with the on-going implementation of the University's ERP System.
- Collaborate with Treasury, Financial Aid, Information Systems Team and other functions as needed.
- Perform ad hoc reporting and analysis and other special projects, as requested.
- Perform other duties as assigned.

## Qualifications

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### **Core Competencies/Qualifications:**

- Knowledge of GAAP/GASB accounting theory and practice
- Proficiency using computers and office software programs plus online general ledger and financial systems, with advance skill using Microsoft Excel and performing extensive pivot table analysis.
- Detail oriented and accurate with strong numerical analysis, evaluation and research skills and ability to work with integrity and careful judgement.
- Strong writing/verbal communication, interpersonal and presentation skills.
- Strong organizational skills with the ability to establish plans, manage a large workload and multiple assignments with conflicting priorities and meet deadlines in a time-sensitive and customer responsive office.
- Experience with PeopleSoft ERP effort, systems and re-engineering/re-organizing business processes.
- Ability to effectively interact with groups that may have divergent objectives.
- Ability to work both independently and as part of a team.

### **Minimum Qualifications:**

- Bachelor Degree in Accounting
- CPA and/or Master's Degree preferred
- Two to three years related experience