



<b>Job Title</b>	Junior Staff Accountant
<b>PVN ID</b>	RF-1603-001085
<b>Category</b>	Administrative Services
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Finance
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$54,804.72
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 18, 2016 (Or Until Filled)

## General Description

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### SUMMARY:

Reporting to the Assistant Controller Payables, the incumbent is responsible for ensuring issues and testing are documented and handled timely for both Kualu and Concur. The incumbent is responsible for training and reconciliations as relates to the Concur Pcard Reconciliation system. The incumbent maintains exemplary standards of personal professional ethics. The incumbent communicates effectively, and assists others by participating in team-based projects as assigned.

## Other Duties

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- Manage the Kualu Support Hotline and #KualuHelp email
- Answer Kualu Support Hotline telephone number and monitor #KualuHelp email
- Document and categorize all incoming calls
- Answer Kualu questions or escalate to more knowledgeable team member
- Ensure calls are followed through to completion acting as a liaison between Finance, SIS and user.
- Manage and coordinate the testing required for support issues
- Work with Team to identify support issues requiring SIS involvement.
- Coordinate the writing of scripts and ensure appropriate testing before anomaly fixes are moved to the Kualu Production environment.
- Manage Pcard
  - Assist in Concur administration, support, documentation and training

- Answer Concur Support Hotline and resolve or escalate calls
- Create documentation and training to resolve calls
- Add New Users with referenced PRSY's and Recovery Codes to system
- Add New PRSY's with PA for approval routing
- Write and run adhoc Cognos reports and reports for reconciliation purposes
- Reconcile Accounts
  - A/P account
  - Concur A/R due from Pcard Holders account
  - Concur Pcard Clearing account
- Provide backup to staff members for
  - Cash balance update
  - Event Payment System
- Additional Projects as required.

## Qualifications

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- Minimum BA Accounting Degree.
- One to two years of work experience in Accounting/Business.
- Ability to exercise good judgment, work independently, and meet strict deadlines. Excellent communication skills, both written and verbal.
- Customer service experience.
- Knowledge of computer applications (Spreadsheets/word processing).
- Training skills and writing skills.
- Experience with Accounting Systems.
- Good verbal communication skills.
- Excellent customer service skills