



---

<b>Job Title</b>	Senior Associate Controller – Financial Enterprise Systems
<b>PVN ID</b>	RF-1802-002369
<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>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 21, 2018 (Or Until Filled)

## General Description

---

This is a managerial position, reporting to the CFO in relation to the Finance Department's systems requirements/reporting needs and additionally reporting to the Deputy CFO in relation to overseeing Accounts Payable. Requirements of the position is to exercise independent judgment, as delegated, in the fulfillment of the duties and responsibilities assigned. The individual is to improve business processes and financial systems for effectiveness and develop new strategies to improve or further leverage the company's financial system. It is also necessary to remain knowledgeable on systems that are available within the industry and to introduce them to the Research Foundation when they may be beneficial. The incumbent liaises with vendors and SIS to set Finance Department requirements, coordinate project deliverables, monitor results and timeliness, articulate systems problems and solutions etc. He/she additionally works closely with the Finance, OTPS and Grants & Contracts staff designing data entry policies that adhere to IRS and the Research Foundation guidelines as well as ensuring these policies are followed. This position requires a solid understanding of IRS Regulations, encumbrance accounting, Finance Department methods/goals/requirements and the ability to communicate with staff members.

The incumbent is charged with a full range of managerial responsibilities, including directing specific activities of the unit, monitoring work progress, and providing feedback to ensure goals are understood and met. The incumbent supports the work of other RF units by communicating effectively with staff involved in related projects, by being of assistance to others and by participating in team-based projects as assigned:

## Other Duties

---

- Directs the Finance Department as it relates to evaluating department activities for inefficiencies and identifying Financial Systems for implementation.
  - Analyze Finance Department's processes and make recommendations that will benefit Finance and the Research Foundation.
  - Identify vendors/software to enhance, solve departmental problems or inefficiencies.

- Organize and present solutions to executive staff for evaluation.
- Negotiate Vendor software and consultant contracts.
- Manage system implementation and development.
  - Evaluate and manage SIS limitations and need for external consultants.
  - Manage external consultants - tracking project deliverables, status meetings, evaluate status reports, time sheets and billing.
  - Manage Finance staff roles in creating data, scripts and testing.
  - Manage and act as a liaison with SIS Department.
  - Manage budget.
  - Train the trainer to train staff and occasionally train staff when necessary.
  - Change Management.
- Directs the Finance Department as it relates to utilization of existing Financial Systems.
  - Oversees all upgrades, fixes, interfaces and enhancements for Kuali as relates to Finance Department.
  - Responsible for managing the testing of all fixes and enhancements requested of SIS Department as relates to Finance Department.
  - Responsible for coordinating testing script creation effort and documenting testing script results as relates to Finance Department.
  - Responsible for analyzing existing software functionality, recommending and implementing improvements to use software more effectively.
  - Responsible for the creation of Financial Systems documentation library.
  - Finance Systems expert.
  - Manage the creation and enhancements to Financial Statements, Supplemental Schedules, dashboards and supporting schedules utilizing Cognos.
  - System Administrator for Cognos, Front End System (for Finance) and Payconnexion Systems.
  - Manage staff responsible for Payconnexion/Event Management System and interact with schools to ensure needs are met.
  - Member of Epayment and Kuali Enhancement Committee.
  - Manage Cash System Data warehouse.
  - Perform SQL queries to validate data accuracy.
- Perform role of System Administrator and Project Manager for Kuali Financial System.
  - Responsible for maintaining security additions/changes/terminations for all Kuali users in all departments.
  - Responsible for working with SIS to design workflow and ensure workflow operates as designed.
  - Main contact for all Kuali related support issues.
  - Acts as Project Manager, maintaining open issue list to ensure all reported issues are reported through #KualiHelp are resolved.
  - Responsible for Year End Functions
  - Ensures accuracy of Kuali data after major process performed.
  - Manage the resolution of Kuali error reports.
  - Approve non-encumbrance Journal Vouchers.
- Directs Accounts Payable and Systems support Team, includes a staff of 8
  - Supervises staff
    - Assistant Controller Accounts Payable
    - Manager of Tax Compliance & Payable
    - 2 Staff Accountants
    - Payment Analyst
    - Finance Intern

- Cashier
- Assistant Cashier
- Select and hire employees for the groups mentioned above.
- Trains and evaluates employees to enhance their performance, development, and work product.
- Addresses performance issues and makes recommendations for personnel actions.
- Motivates and rewards employees.
- Set standards to ensure team complies with Tax regulations
- Develops, implements and maintains systems, procedures and policies, including accounts payable functions to ensure adherence to company guidelines.
- Ensure policies and procedures are followed
- Train Finance Staff and OTPS Staff as relates to adhering to tax compliance rules for adding Vendors and Vouchers
- Responsible for timely processing of Disbursements
- Responsible for P-Card and Concur, which includes administration, support, monitoring reconciliations and approvals

## Qualifications

---

- BA degree in Accounting from an accredited institution
- Project Management experience
- Financial Systems development and implementation experience, including basic knowledge of SQL
- Business analytics and financial report writing experience
- Testing script design experience
- Training experience
- Competency in making public presentations and communicating effectively with diverse constituencies, including all levels of management and external organization
- Demonstrable success in initiating cooperative working relationships, resolving customer concerns, and making timely and effective decisions.
- Working knowledge and experience in accounting for non-profit organization, preferable in a university or research related setting.