

Division: Economic Development and Community Partnerships

Office/Unit: Auxiliary Service Corporation/Administrative Office

Functional Job Title: Accountant

Position Type: Full Time

Hours Per Week: 35

Annual Salary: \$51,240/annually

Closing Date: Review of applications start 6/22/25; open until filled.

To Apply: https://www.indeed.com/viewjob?jk=b1b60fef4dbd709d&from=shareddesktop_copy

The College of Staten Island Auxiliary Services Corporation, Inc. (CSI-ASC), incorporated in 1977, is a nonprofit corporation established by and for the benefit of the College of Staten Island of the City University of New York. CSI-ASC is governed by the Not-For-Profit Corporation Laws of the State of New York. The mission of the CSI Auxiliary Services Corporation is to support the College of Staten Island by providing services and products that meet the needs and expectations of the students, faculty, staff and visitors of the college. Central to this effort is the ability to recognize the diverse constituent population of the college and to maximize customer satisfaction while maintaining the financial integrity of the corporation.

CSI ASC includes a diverse group of revenue-generating business enterprises that directly support student life, student success, and the faculty and staff of the college.

Reporting to the Finance Controller for ASC, under direct supervision, the full-time accountant performs bookkeeping, clerical, and sub professional work of ordinary difficulty and responsibility related to college accounting. Key duties and responsibilities may include:

- Maintains financial records of contracts, appropriations, allocations, authorizations, and payments and assists in maintaining ledgers of accounts and in performing reconciliations.
- Aids in the implementation of new accounting policies, standards, and guidelines.
- Provides accurate, timely, and relevant recording, reporting, and analysis of financial information.
- Assists with auditor requests and other activities related to year-end audit.
- Handles sensitive information in a confidential manner.
- Complies with all company, local, state, and federal accounting and financial regulations as well as systems of internal control.
- Creates periodic reports, such as balance sheets, profit & loss statements, etc.
- Examines invoices, claims, vouchers, etc.; verifies documents for accuracy by reviewing supporting data and records and assists in audit functions.
- As authorized, receives remittances and payments; makes appropriate disbursements or refunds; keep logs and issues pertinent receipts.
- Assists in processing invoices, vouchers, claims, statements, bills, etc.
- Posts deposits into the CUNYfirst PeopleSoft program (CUNYfirst) on daily basis.
- Posts daily Journal Entries into CUNYfirst.
- Preparing and uploading the monthly journal entries into CUNYfirst.
- Performs bank account reconciliations and posts adjusting journal entries.

- Assists the Controller in the monthly closing process.
- Reviews the monthly timesheets for Payroll Process as well as posts Payroll Entries.
- Preps Vacation and Sick leave accruals on monthly basis.
- Helps with Ad Hoc reports and other duties as assigned.

Minimum Skills/Qualifications:

- Bachelor's Degree in Accounting or similar field;
- Strong analytical, communication, and computer skills;

Preferred Skills/Qualifications:

- Master's Degree in Accounting or similar field.
- Two years of professional experience.
- Experience in the nonprofit higher education sector.
- Experience with CUNYfirst financial modules a plus.

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AANet/Disability Employer.