



**Professional & Continuing Studies
Research Foundation-Accounting Analyst
Part Time A Position**

The Professional & Continuing Studies (PCS) division and English Language Institute at Queens College offers sector-based training and ESL trainings, in emerging fields, for students, residents and businesses in our local and outlying Queens communities. Workforce development customized training programs and language programs are offered to educate and enhance the skills for career opportunities, improve language communication and advancement in various industries.

Job Description:

Report to the Director of Finance & Budget, The Accounting Analyst will provide general financial support to the PCS department and various Queens College business units, including reconcile cash receipts, review vendor invoices, generate payment requests and input financial information into the general ledger system. Additionally, the Accounting Analyst will assist with the monthly bank reconciliation, input and track instructor timesheets and support the month-end and year-end financial close.

The preferred candidate will work collaboratively with the PCS Director of Finance & Budget, PCS Program Directors, the College's Business Office, Purchasing and Payroll Office and other associated internal and external entities to provide timely and accurate financial information.

Duties and Responsibilities

- Perform accounting functions: reconcile daily deposits, input accounts payable and prepare journal entries
- Assist in the month-end and year-end close
- Review and reconcile to sub ledger activities
- Research and analysis expense variance
- Prepare analytical reports
- Support Finance Director with the development of the annual budgets
- Assist with the monthly cash forecast analysis
- Coordinate with various college departments on accounting related matters
- Provide student service and other administrative duties
- Other projects and duties as assigned

Skills and Specifications

- Good interpersonal and customer service skills, ability to work with others
- Attention to details with a strong interest in numbers
- Understand basic principles of accounting and financial transactions
- Knowledge of a general ledger system strongly preferred
- Knowledge of CUNYFirst system a plus
- Knowledge of Microsoft Excel, Word and PowerPoint
- Strong written and oral communication skills

Qualifications

- Bachelor's Degree in Accounting, Business and/or Finance prefer
- Experience in accounting, fiscal reporting and/or financial analysis in a non-profit or educational setting
- Working knowledge of GAAP principles
- Experience working with a large general ledger system
- Experience working in an office environment with ability to multi-task, and meet deadlines
- Personable, team player & ability to work independently and diplomatically with a diverse group of staff, faculties and students
- Internally driven to learn, organize and takes initiatives
- Flexible work schedules may apply

Career opportunity for reappointment is subject to budget availability.

Submit resume and cover letter to:

Selena Chu •Director-Finance & Budget• Queens College, Professional & Continuing Studies

Email: Selena.Chu@qc.cuny.edu