ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Senior Accountant

DEPARTMENT/PROGRAM: Controller’s Office, Rose Hill

RESPONSIBILITIES

- Reconcile assigned accounts in a timely manner and coordinate research with outside departments.
- Preparation of and dissemination of financial data required by outside auditing firms in the process of conducting annual financial audits.
- Coordinate with the Controller’s Department management to accurately report on and analyze financial data.
- Prepare and present ad hoc analysis of financially-related subjects as assigned.
- Assist in preparation of financial reports which summarize and forecast financial activity and financial position in areas of revenues, expenditures, and net assets based on past, present and expected operations.
- Assists in annual audit processes for external and federal audits of the University's official records, general ledgers, and accounts.
- Prepare New York State Sales Tax filing.
- Other duties and responsibilities as assigned.

QUALIFICATIONS:

- Bachelor's Degree in Accounting, CPA and/or public accounting experience preferred
- A self-motivated individual who can work independently and solve problems
- A minimum of five years of accounting experience
- A minimum of one year experience performing audit and tax work with a public accounting firm preferred
- A general understanding of the Uniform Administrative Requirements, Guidance, Cost Principles and Audit requirements on federal awards
- Experience with financial systems required, preferably, Banner, TM1 and Hyland.
- Excellent oral and written communication skills
- Strong MS Office skills, particularly Excel
- Excellent time management and interpersonal skills
- Quantitative financial analysis skills, developing data queries, data warehouse extractions, etc.
- Ability to adapt and be receptive to new ideas and be able to work collaborative in a team environment
- Must be able to work overtime when necessary

Key Competencies: Organizational and planning, time management skills and the ability to prioritize work, data management, attention to detail and accuracy, problem-solving, communication skills – verbal and written confidentiality.

SALARY: Commensurate with experience

START DATE: ASAP

SEND LETTER & RESUME TO: Deborah Adwokat
hr@fordham.edu

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