POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Budget Office Assistant
(Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT Gabelli School of Business, Lincoln Center

RESPONSIBILITIES:
- Carry out functions related to the operation and records retention of Fordham University’s Gabelli School of Business Budget Office.
- Report directly to the Senior Manager of Finance and Administration
- Prepare check requests, purchase orders, and travel reimbursement forms
- Scan and organize electronic files
- Maintain a log of Work in Progress
- Communicate with other departments relating to the processing of payments
- Interact with outside vendors to obtain the proper tax documentation for payment submissions and to address any payment issues
- Assist with tracking of budgets versus expenditures
- Update Excel workbooks for specific budgets
- Assist with special projects as requested by the Senior Manager

QUALIFICATIONS:
- Associate or Bachelor’s Degree required
- An accounting or finance background desired, experience in higher education business processing or budgeting a plus
- Excellent attention to detail while managing multiple tasks
- Expertise in Microsoft business office applications and Google mail
- Ability to grasp detailed processes and follow protocol
- Demonstrated proficiency in Excel with the ability to utilize Vlook-ups and pivot tables
- Strong work ethic, reliability and a proven customer service focus
- Must possess a high level of discretion working with confidential documents
- Strong written and oral communication skills

SALARY: Hourly Rate

DAYS/HOURS: Monday-Friday - 19 hours per week

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND COVER LETTER & RESUME TO: Beth Moore
Senior Director of Operations
Fordham University
mmoore75@fordham.edu

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