TITLE OF POSITION/RANK: Senior Executive Secretary (Level 5/6)

DEPARTMENT: Accounting Services
Rose Hill

RESPONSIBILITIES:
• Coordinates Accounting Services’ departmental Google account including a calendar utilized by over 20 staff members, as well as the corporate email account that collects feedback and inquiries from University-wide sources.
  o Prioritizes Accounting Services departmental agenda; manages calendar, arranges internal and external meetings
  o Arranges monthly staff meetings for entire Accounting Services Department, considering individual workload and schedules of all team members
  o Distributes important communications to appropriate management and staff to ensure all email inquiries are answered effectively and on a timely basis
  o Prepares Fordham email messaging system announcements on the internal platform for payroll, year-end close information, and other important communications to the Fordham Community.
• Ensures that all Accounting Services bills are paid; obtains required approvals; codes to general ledger account; maintains integrity of payables to eliminate duplicates.
• Creates and maintains the final audit prepared by client (PBC) list for use by the external auditors (KPMG); documents receipt of audit support; follows up with various departments throughout the University for required documentation; ensures final product is complete; scans and maintains year-end work papers electronically to shared Finance drive.
• Maintains confirmation letters and schedule in connection with the annual financial audit; prepares letters for all investments and legal contacts; updates list of confirmations as returned to KPMG; follows up with parties as required.
• Prepares and processes Interdepartmental Expense Transfers for various departments; records monthly Touchnet revenue; processes credit cards via Touchnet/Uconnect portal.
• Collects weekly goals for department for Accounting Services’ matrix; follows up with individuals required to report; completes goals for department for management.
• Monitors work performed by work-study students for duties and special projects assigned by management.
• Prepares various journal entries for the Accounting staff and various departments.
• Fulfills requests from the department including pulling information and problem resolution.
• Functions as back-up for check deposits using the Bank of America portal.
• Processes departmental mail

QUALIFICATIONS:
• High School Diploma or Equivalent Required. B.A. Preferred.
• 2 years related experience working in an accounting or business office
• Mandatory Competency Testing
• Demonstrated Writing Ability

SALARY: $1933.32 Bi-Weekly (External Candidates Level 5 only)

$2107.14 Bi-Weekly (Internal Candidates Level 6)*
*Level 6 must meet the required criteria

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: hr@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories