

Position: Assistant Director of Financial Affairs

Department: Finance

Reports to: Executive Director of Financial Affairs

Job Summary: Responsible for maintaining purchase orders, general ledger accounts, and all other activities as assigned on a timely and accurate basis.

Duties and Responsibilities:

- Prepares general ledger account analysis as directed.
- Assists College departments with selecting vendors on purchase requisitions to achieve cost savings.
- Reviews budget lines and contacts the budget supervisors regarding any issues with budget authority before entering purchase orders in the system.
- Processes purchase orders as directed.
- Reconciles all open purchase orders to the accounts payable system on a timely basis.
- Reconciles and imports all general journal and budget entries to the general ledger.
- Maintains and reconciles activity on all corporate credit cards.
- Prepares the annual abandoned property report.
- Assists with year-end 1099 reporting as directed.
- Ensures tax compliance with the IRS and NYS by processing all necessary year-end tax forms (including, but not limited to, 1042's, 1042T's, and 1042S's for foreign international athletes on an annual basis).
- Reconciles the ADP 941 reports to the general ledger on a quarterly basis to summarize federal tax withholdings and payments.
- Performs analysis of alien tax withholdings and cafeteria plan accounts on a monthly basis.
- Prepares the U.S Government Capital and Technology annual surveys.
- Assists in the preparation of audit schedules for the annual audit as directed by the Director of Accounting.
- Develops ad hoc informer reports for Senior Management.
- Assists with the preparing the NCAA Audit report.
- Reconciles and imports Razors Edge entries from the Development Department on a timely basis.
- Assists and serves as a backup for processing payroll in ADP.
- Prepares daily updates from student systems to the general ledger
- Processes student refund and athletic stipend requests.
- Performs all other duties as assigned.

Qualifications:

- Bachelor's degree with a business concentration.
- At least 5 years of accounting or auditing experience is preferred.
- Some experience in a higher education environment is preferred.
- Ability to multi task and meet deadlines.

- Detail oriented and self-motivated; ability to work independently.
- Excellent time management, organizational, written and verbal communication skills.
- Strong computer skills, specifically in Excel.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Ability to relate to the many different constituent groups on campus is required.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).