



Position: Staff Accountant

Department: Finance

Reports to: Controller

Job Summary: This position is responsible for maintaining general ledger accounts and assisting in various aspects of the financial accounting, budgeting, and reporting functions of the College

Duties and Responsibilities:

- Prepare general ledger account analysis (AR, AP, Prepaid expenses, Miscellaneous Income, etc.)
- Prepare purchase orders to be authorized by the Controller
- Process monthly inter-departmental charges to the general ledger
- Reconcile, prepare and post general journal and budget entries to the general ledger
- Maintain and reconcile activity on all corporate credit cards
- Responsible for various bank reconciliations on a monthly basis
- Assist the Procurement Supervisor with year end 1099 reporting
- Prepare a monthly reconciliation of due to/due from accounts
- Perform Accounts Payable functions as needed
- Assist in the preparation of audit schedules for the annual audit
- Perform other responsibilities as assigned by supervisors

Qualifications:

- Bachelor's degree, preferably in Accounting or Finance
- Detail oriented, self-motivated, and a fast learner
- Excellent time management, organizational, written and verbal communication skills.
- Strong computer skills, specifically in excel.

Pay Range: \$65,000 per year – \$75,000 per year

The advertised pay scale reflects the minimum and maximum salary range for this role. The specific compensation offered to a candidate may be dependent on a variety of factors including, but not limited to; the candidate's experience, education, credentials and/or qualifications.

About St. Francis College: For 160 years, St. Francis has been driven by dreams-powered by big ideas, bold ambitions, and the courage to bring them to life. Located on a dynamic campus at a global crossroads, St. Francis College invites students to learn in the heart of Brooklyn, an exhilarating mix of cultures and neighborhoods, home to innovative starts, storied organizations, and the city's largest concentration of college students. 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. We educate the whole person for a full, relational life, developing the students' talents and abilities to form confident alumni well prepared for graduate study, for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. 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](#).