Staff Accountant

Office of Financial Affairs

Reporting to St. Francis College’s (the “College”) Director of Financial Affairs, the Staff Accountant 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.).
- Manage Petty Cash funds.
- Prepare purchase orders to be authorized by the Controller.
- Process monthly inter-departmental charges to the general ledger.
- Reconcile and prepare 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.
- Prepare the annual abandoned property report.
- Assist the Procurement Supervisor with year end 1099 reporting.
- Process journal entries.
- 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.
- Develop ad hoc queries for Senior Management.
- Perform other responsibilities as assigned.

Qualifications:

- Bachelor's degree, preferably in Accounting or Finance.
- No less than one year of accounting experience.
- Detail oriented, self-motivated, and a fast learner.
- Excellent time management, organizational, written and verbal communication skills.
- Strong computer skills, specifically in Excel.
- The ability to work and communicate effectively with faculty, staff and students from diverse educational and social backgrounds.
- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
• Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
• Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
• Strong commitment to the College’s mission and to its students, faculty and staff.

Interested applicants can apply by clicking here.

About St. Francis College:

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City’s low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College’s student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at https://www.sfc.edu/.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.