



## **JOB OPPORTUNITY**

### **Assistant in Financial Services**

Open To: The Public  
Location: CSCU System Office, Hartford, Connecticut  
Hours: Full-Time, 35 hours/week  
Rank: SUOAF Administrator 2  
Compensation: Commensurate with experience  
**Closing Date: August 27, 2019**

#### **POSITION SUMMARY**

Responsible for assisting in a wide variety of accounting and financial duties including but not limited to financial systems support, purchasing, accounts payable, accounts receivable, accounting, fixed asset/inventory, logistical and administrative activities.

#### **SUPERVISORY AND OTHER RELATIONSHIPS**

The Assistant in Financial Services reports to the Associate Director for Finance Systems & Support.

#### **POSITION RESPONSIBILITIES**

Assists with tuition and fee and term setup and accounts receivable and billing functions.

In collaboration with IT, runs and distributes annual 1099 tax forms.

Processes vendor invoices/vouchers for payment, and resolves and responds to inquiries on payment status.

Compiles data and processes journal entries, zero balance account wire transfers, and reports. Assists with travel authorizations, vouchers for travel reimbursements and cash advance reporting.

Performs general accounting and finance duties including analysis and reconciliations. Monitors and reviews key data and documents for consistency, accuracy and reasonableness.

May assist with check writing operations for CSCU System Office and institutions.

Generates daily system-wide Transfer Invoices (TI's) for distribution to the CSCU institutions.

May assist in the system-wide year-end fixed asset reconciliation, including review and update of records and coordination of System Office inventory.

Acts as a general resource person for general finance inquiries and finance support requests.

Creates and maintains various financial reports and files for the System Office and CSCU institutions.

Assists and supports the Finance Department in fiscal year-end financial closing and related preparation.

Assists in financial projects and provides support for accounting and finance support areas.  
Performs other duties and responsibilities which do not alter the basic level of the position.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting, finance, or business administration required. A minimum of two years' experience in accounting, fiscal or business office is required. Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices is preferred. Ability to use computer and associated software is required. These qualifications may be waived for individuals with appropriate alternate experience.

### **APPLICATION INSTRUCTIONS**

Applications must be submitted electronically to [jobs@ct.edu](mailto:jobs@ct.edu) and must be **received no later than August 27, 2019**. Please reference "**Search #19-10**" on the subject line of all emails. Please submit the following two (2) attachments with your email:

- (1) CSCU Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**
- (2) Cover letter, resume, and contact information for three professional references in a **single** MS-Word or PDF file.

Incomplete or late application packages received after the deadline may be discarded.

Refer to [www.ct.edu](http://www.ct.edu) for more information about the CSCU System Office and our 17 institutions.

### **Notice of Nondiscrimination**

The CSCU System does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity & Inclusion, 61 Woodland Street, Hartford, CT 06105, 860-723-0727, or by email at [LGlende@commnet.edu](mailto:LGlende@commnet.edu).

*The CSCU System is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.*