



**CONNECTICUT STATE COLLEGES & UNIVERSITIES
JOB OPPORTUNITY**

CSCU Associate for Finance & Accounting

Open To: The Public
Location: CSCU System Office, 61 Woodland Street, Hartford, CT
Hours: Full-Time; 35 hours per week
Compensation: \$61,617 - \$79,986 (midpoint)
Classification: SUOAF – Administrator 4
Closing Date: October 4, 2017. Applications received by September 20, 2017 are appreciated.

The Connecticut State College and University System (CSCU) invites candidates who have an extensive background in accounting and financial reporting including experience in the use of automated financial systems to apply for this challenging opportunity with the CSCU System Office.

Position Summary

The CSCU Finance Division oversees and manages the financial system for twelve (12) community colleges, four (4) state universities, and Charter Oak State College. This Associate for Finance & Accounting position in the CSCU System Office Finance Division will be responsible for complex accounting functions and financial reporting in support of this system. This position will also assist in the application of the CSCU automated financial system to the consistent recording and reporting of financial transactions to ensure alignment with Board of Regents’ policy, and state and federal statutes. This is a State University Organization of Administrative Faculty (SUOAF) Bargaining Unit position located at the CSCU System Office in Hartford.

Supervisory and Other Relationships

The Associate for Finance & Accounting reports to the Senior Finance Office who, in turn, reports to the Controller.

The position is expected to have extensive and collaborative relationships with CSCU System Office Finance Division staff members, Community College Directors of Finance, and Community College Accountants in addition to other internal and external partners and with professionals in peer organizations and professional associations.

Essential Responsibilities

Develop and maintain a current knowledge of GAAP standards and guidelines along with applicable State of Connecticut General Statutes, government and higher education policies and procedures.

Participate in the maintenance of coding structures to ensure that all financial activity is properly reflected in the financial records of both internal and external financial systems.

Prepare monthly Operating Fund, Bond Fund, General Fund and Check Writing reconciliations, including the investigation and resolution of outstanding items. Maintain the financial reporting of payroll activities and reconciliations of payroll expenditures to systems, including calculation of workers' compensation.

Review key operating and general ledger accounts and other activities that impact the General Ledger, to ensure that correct practices are being followed, consult with and advise CSCU institutions regarding problems, solutions and proper methods.

Prepare and consolidate the monthly Non-appropriated Cash Status Report for the CSCU system. Compile data and prepare reports, statements, studies and analysis as required for internal and external entities such as internal auditors, external auditors, Auditors of Public Accounts (APA), Office of the Treasurer (OTT), and the Office of the State Comptroller (OSC).

Prepare high-level financial reports such as IPEDS, STIF, SEFA, GAAP and other financial reports as assigned.

Responsible for year-end and start up GASB entries, including Depreciation, Allocation of Summer Tuition Revenue, Accruals for Salary, Fringe, Accounts Payable, Allowance for Doubtful Accounts, Unrecorded Liabilities and Prepaid Expenses.

Participate in the preparation of year-end audited financial statements for the CSCU system and Foundations, including extracting financial data, assembling data into statement format, and reviewing accuracy of submitted footnotes. Participate in the internal administration of external audits.

Prepare detailed functional specifications for custom financial reports and revisions. Perform comprehensive testing for all system upgrades and other changes.

Provide functional support and collaborate with the Information Technology team to research and troubleshoot user and system problems, develop, test, communicate, document and implement solutions for fixed assets, payroll and finance modules as assigned.

Participate in the development and maintenance of procedure manuals and training documentation. Provide general functional training for fixed assets, payroll and finance to end users.

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

Perform and oversee reconciliation of internal financial records to those of the State, and of general and subsidiary ledger accounts in one or more of the following areas: cash and cash equivalents, account receivable, accounts payable, grants, financial aid, and fixed assets.

Prepare and process journal entries for expense vouchers, transfer invoices, payroll recovery and year end entries.

Assist in the development of accounting and financial procedures and provide accounting support and training to the CSCU system.

Prepare financial data in support of system-wide indirect cost rates for use in grant proposal writing.

Minimum Qualifications

A Bachelor's degree in accounting or related field required. Master's Degree preferred. Minimum of four years' experience in accounting in the areas of preparation of financial statements, finance experience in a non-profit or public organization, and experience in the evaluation of accounting systems, policies and procedures. Ability to use computer and associated software; strong oral and written communication skills; and considerable interpersonal skills are required. These qualifications may be waived for individuals with appropriate alternate experience.

FLSA Status: Exempt

Application Instructions

Applications must be submitted electronically to jobs@ct.edu and must be **received no later than October 4, 2017**. Please reference “**Search #17-018**” 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 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.

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