ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Senior Accountant

DEPARTMENT: Controller’s Office
Rose Hill

POSITION SUMMARY:
The Senior Accountant will support the Finance Department, which is responsible for accounting, reporting, and financial compliance functions. Under the direction of the Manager of Accounting and Reporting, this position will provide key accounting and reporting functions within the Accounting Services and Financial Reporting group. These functions include accounting and reporting for all University investment activity and administering the University's fixed asset subledger and construction-in-progress budgets. This position serves as a key liaison between the Accounting Services and Financial Reporting group, departments throughout the University, as well as to Investment Managers. This Senior Accountant also plays a crucial role in ensuring financial controls are in place and relevant reports are accurate and compliant with the required accounting standards, rules, and regulations. Outlined

RESPONSIBILITIES:
- Hands-on-role in the accounting, reconciling and reporting on both the University's endowed investment portfolio and non-endowed investment portfolio, including timely and accurate record keeping of investment activity, frequently interacting with investment managers and University investment advisers, analyzing and reconciling monthly/quarterly statements, maintaining the general ledger, and following up as necessary
- Maintain and administer the University's fixed asset sub-ledger and construction-in-progress budgets, which includes reviewing and recording additions, disposals, and depreciation in accordance with Generally Accepted Accounting Principles, assigning tag numbers, reconciling the sub-ledger to the general ledger, preparing the University 5-year depreciation budget, various audit workpapers and other tasks
- Analyze investment performance and present results to management
- Produce clear, accurate, and well organized documentation to support work performed
- Perform post-investment monitoring and due diligence in accordance with best practices
- Provide high-level service and solutions to University employees on accounting and financial issues
- Prepare complex internal and external monthly, quarterly, and annual financial reports and tax reporting with accuracy on a timely basis ensuring quality accounting and best practices are followed
- Prepare footnote disclosures and supporting workpapers for the University’s Financial Statements and related fiscal year audit ensuring in accordance with U.S. generally accepted accounting principles
- Maintain current accounting processes and controls and works with management to identify opportunities to continuously improve
- Supports the development and enhancement of systems, processes, reports and data analysis
- Researches relevant technical topics and applies topics as necessary
- Stays current in professional knowledge and development
- Perform other job functions and duties as needed

QUALIFICATIONS:
- Bachelor's Degree in Accounting, CPA or CPA track, and/or public accounting experience preferred.
- A self-motivated individual who can work independently and solve problems.
- Quantitative financial analysis skills, developing data queries, data warehouse extractions and embraces digitalization/automation.
- Minimum of five years of accounting experience and a minimum of one year experience performing audit and tax work with a public accounting firm preferred.
- Experience with financial systems, Banner, TM1, Blackboard Analytics and Hyland desirable.
- Excellent oral and written communication skills.
- Excellent time management, organizational and interpersonal skills.
- Excellent MS Office, particularly Excel skills.
- Ability to manage multiple projects, pivot, adapt, be receptive to new ideas and able to work overtime when necessary.
- Organization and planning, time management skills and the ability to prioritize work, data management
- Attention to detail and accuracy, problem-solving, communication skills – verbal and written and confidentiality

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: hr@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories.