### ANNOUNCEMENT OF PROFESSIONAL VACANCY

Application are invited for consideration to the following position:

<table>
<thead>
<tr>
<th>State University of New York at Binghamton</th>
<th>Appointment Title: Project Staff Associate</th>
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<tbody>
<tr>
<td>Department/Location: Foundation/Admin, Bldg. 255</td>
<td>Local Title: Assist. Director of Accounting Services</td>
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<tr>
<td>Salary Grade:</td>
<td>Research Foundation Project Number: 1055753</td>
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<td>Salary Range: $35,000 - $40,000</td>
<td>If Part-time, % of time: 0.00%</td>
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**Duties:**

Supervise two department staff employees. Prepare journal entries/ postings. Monthly account analysis, attend meetings, quarterly fee calculations. Reconcile complicated bank statements. Bookkeeping services for three campus organizations (high involvement for two of the three). Oversight of Student Loan database. Oversight of accounting software day to day operations & pose troubleshooting questions to vendor when necessary. Chart of Accounts maintenance & oversight. Report writing. Assist the Director in completing annual audit work papers. Gift Annuity calculations & annual report processing. Assist the Director in all phases of the Foundation Accounting operation.

**Qualifications:**

4 Year Business Administration or Accounting Degree required. Excellent working knowledge of Microsoft Excel, Word and Access. Accounting software familiarity essential (Kintera Fundware a plus). Gift Annuity software familiarity desired (P.G. Calc a plus).

**Special Notes:**

Customer Service skills are an integral part of this position.

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Persons interested in the above position should submit a resume along with a letter of application to:

**Closing Date for Receipt of Applications:** 7/10/06

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WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Personnel are chosen on the basis of ability without regard to Race, Color, Religion, Sex, Age, National Origin, Disability or Martial Status, in Accordance with the Federal and State Law.

THE RESEARCH FOUNDATION OF STATE UNIVERSITY OF NEW YORK AT BINGHAMTON

Nov 2003
SPECIAL KNOWLEDGE, ABILITIES AND SKILLS:

Excellent working knowledge of Microsoft Excel, Word and Access.

Accounting software familiarity essential (Kintera Fundware a plus).

Gift Annuity software familiarity desired (P.G. Calc a plus).

LEVEL OF SUPERVISION TO BE RECEIVED AND AMOUNT OF INDEPENDENT JUDGEMENT:

Independent judgement decisions are expected for day to day operations.

Assistant Director of Accounting Services

REVIEWED AND APPROVED:

[Signature]

Assistant Vice President,
Research Administration

[Date]
Position Description Form

Please Complete this form Prior to Advertising any Position Available

PROPOSED TITLE: Assistant Director of Accounting Services
PROPOSED SALARY: $35,000 - $40,000
RF PROJECT NUMBER: 10055753
SUPERVISOR: James Zehars
CAMPUS LOCATION: Foundation-Administration Bldg Room 255

DUTIES AND RESPONSIBILITIES (USE ADDITIONAL SHEETS IF NECESSARY):

Supervise two department staff employees. Prepare journal entries/posl verify. Monthly account analysis, attend meetings, quarterly fee calculations.
Reconcile complicated bank statements. Bookkeeping services for three campus organizations (high involvement for two of the three)
Oversight of Student Loan database. Oversight of accounting software day to day operations & problem troubleshooting questions to vendor when necessary
Assist the Director in completing annual audit work papers.
Gift Annuity calculations & annual report processing. Assist the Director in all phases of the Foundation Accounting operation.

EXPERIENCE REQUIRED (YEARS AND TYPE):

2-3 years experience in an accounting department environment.

EDUCATION AND SPECIAL TRAINING (YEARS AND TYPE):

4 Year Business Administration or Accounting Degree required.
ASSISTANT DIRECTOR OF ACCOUNTING SERVICES

Supervise two department staff employees. Prepare journal entries/post/verify. Monthly account analysis, attend meetings, quarterly fee calculations. Reconcile complicated bank statements. Perform bookkeeping services for three campus organizations (high involvement for two of the three). Oversight of Student Loan database. Oversight of accounting software day-to-day operations & pose troubleshooting questions to vendor when necessary. Chart of Accounts maintenance & oversight. Report writing. Assist the Director in completing annual audit work papers. Gift Annuity calculations & annual report processing. Assist the Director in all phases of the Foundation Accounting operation.

Requirements: Four Year Business Administration or Accounting Degree. Excellent working knowledge of Microsoft Excel, Word and Access. 2 - 3 years experience in an accounting department environment. Accounting Software familiarity essential (Kintera Fundware a plus). Gift Annuity software familiarity desired (P.G Calc a plus).

The Research Foundation of SUNY Binghamton is an EO/AA Employer.

Send letter of application and resume to:
Catherine Sentz, Administration Building Room 245
Binghamton University Foundation
P.O. Box 6005
Binghamton, New York 13902-6005