



Finance Division

Finance Division Open Positions as of 12.2.14

Below, please find a listing of all open positions within the Finance Division. To view the full posting, please visit [Jobs@Columbia \(JAC\)](#) and search by the requisition number.

Controller's Office

The Controller's Office is responsible for Financial Reporting and Operations, including University Apartment Housing Accounting, Payroll Operations and Accounting, Research Financial Operations, Endowment Compliance, Tax and Student Financial Services, including Compliance, Student Account Billing, Financial Aid, Registration and Financial Services, and Business Management. The Controller's Office ensures systems related to the above areas are appropriately maintained, internal and external policies and procedures are adhered to, data and financial information is safeguarded and the privacy of this information is kept strictly confidential.

Tax Accountant

- Reporting to the Director, Tax, the Tax Accountant is a member of the University's Tax Department and participates in overall tax compliance and unclaimed property efforts.
- Requisition Number 074164

Director, Tax

- Reporting to the Deputy Controller, the Director, Tax, is responsible for the leadership and management of the University's Tax Department.
- Requisition Number 074172

Accountant, Capital Asset Accounting

- Reporting to the Manager of Capital Asset Accounting, the Accountant is responsible for identifying and tracking capital assets.
- Requisition Number 076174

Overpayment Recovery Analyst, Payroll

- Reporting to the Manager, Payroll Operations, the Overpayment Recovery Analyst manages the communication, collection (including negotiation) and related analysis of payroll overpayment for the entire University.
- Requisition Number 076148

Senior Labor Analyst, Payroll

- Reporting to the Accounting Manager for Labor Distribution, the Senior Labor Analyst is responsible for matters related to labor distribution within the Payroll division.
- Requisition Number 076145

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Manager, Financial Operations Compliance, Endowments

- Reporting to the Director, Endowment Compliance, the Manager for Financial Operations Compliance, Endowments supports two key areas in the Controller's Office: restricted endowment funds and the delegation of authority to perform transactions across the University, along with access to the University's financial systems.
- Requisition Number 076281

Associate Director, Compliance, Student Financial Services

- Reporting to the Executive Director of Compliance, the Associate Director supports and assists in fostering and monitoring Student Financial Services, Registrar's Office and their constituencies' within the schools compliance with applicable federal and state laws and regulations, other legal obligations, and institutional policies and procedures governing the administration of the principal functions within both departments.
- Requisition Number 075735

Finance Service Management

Finance Service Management is responsible for the business and application support of the finance service model as it relates to the University's financial system, ARC.

Manager, Application Support, Finance Information Systems

- Reporting to the Director, Application Support, the Manager, Application Support is responsible for the development and maintenance of PeopleSoft and related systems.
- Requisition Number 075355

Internal Audit

The Office of Internal Audit is responsible for conducting audits and reviews to determine whether the University's network of risk management, control, and governance processes, as designed and represented by management, is adequate and functioning. Opportunities for improving management control, operating efficiency, and the University's image are communicated to the appropriate level of management.

Auditor

- Reporting to the Senior Audit Manager, the Auditor assists in performing operational, financial and compliance audits of the University while maintaining all organizational and professional ethical standards.
- Requisition Number 074625

Senior Auditor I

- Reporting to the Director, Financial & Operational Auditing, the Senior Auditor assists in performing complex operational, financial and compliance audits of the University while maintaining all organizational and professional ethical standards.
- Requisition Number 07462

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Office of Management & Budget

The Office of Management & Budget is responsible for developing and monitoring Columbia's operating and capital budget, and leads an office that formulates University-wide budget policy, working with schools and departments to establish annual budget and operating plans for all of Columbia's academic and administrative divisions.

Budget Director

- Reporting to the Vice President of the Office of Management and Budget (OMB), the Director focuses on Columbia's financial reporting matters related to the operating and capital budgets of the University.
- Requisition Number 075262

Procurement Services

Procurement Services is responsible for implementing and directing all University procurement policies and procedures, with the goal of supporting Columbia's Academic and Research establishment. The Purchasing and Accounts Payable offices are resources that help to provide tools for procurement of goods and services at the best value.

Analyst, Vendor Management

- Reporting to the Assistant Director, Vendor Management and Relations, the Analyst is responsible for the controlled completion of requests for modifications to vendor/payee profiles associated with disbursement information.
- Requisition Number 075748

Contract Officer II, Service Agreements

- Reporting to the Director, Service Agreements, the Contract Officer II is responsible for the sourcing of goods and services in order to meet the University's business needs through contractual requirements.
- Requisition Number 076239

Registrar

The Registrar's Office is the steward of student records, delivering the highest standards of academic and enrollment services. By administering the academic policies of the University, guided by the principles of respect, accuracy and confidentiality, the Registrar supports teaching and learning in Columbia's diverse academic community.

Scheduling Analyst

- Reporting to the Assistant Registrar, the Analyst is responsible for providing technical, financial, analytical, training and administrative support to maintain the University's significant classroom scheduling operation.
- Requisition Number 075902

Treasury

The Treasury division is responsible for short and long term cash management, debt financing, banking services and institutional risk management. It is the responsibility of Treasury to insure that the University has sufficient liquidity (including cash on hand) to meet all our daily operating needs, including the unexpected; however, that we do not hold

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excess balances which could be better deployed or invested elsewhere. It is furthermore the responsibility of Treasury to manage our outstanding debt portfolio to help meet the needs of our capital programs while preserving our AAA-level rating.

Associate Director, Global Treasury Operations & Cash Analysis

- Reporting to the Associate Treasurer, Cash Management and Operations, the Associate Director, Global Treasury Operations is responsible for overseeing and managing the development and maintenance of systems, tools and processes to track, analyze and report cash flow and liquidity and lead Treasury initiated projects or act as the Treasury liaison on strategic University projects.
- Requisition Number 075401

Associate Director, International Financial Operations

- Reporting to the Associate Treasurer, Cash Management and Operations and the Deputy Controller, the Associate Director, International Financial Operations plays a significant role in the implementation and oversight of various international financial and accounting operations and controls requiring complex and cross-functional coordination.
- Requisition Number 076205

Should you have any questions about these positions or your own career development, please contact your manager or financehr@columbia.edu.