

# Richmond University Medical Center

## **Fiscal Affairs Accounting**

Richmond University Medical Center's Fiscal Affairs Accounting Department is responsible for managing the overall finances of the hospital. It includes preparation of financial statements, accounts payable, payroll, and more.

The Fiscal Affairs Accounting volunteer will be responsible for helping the department with financial report preparation, data entry tasks, assisting in reconciling accounts, and other duties as needed. The volunteer will work directly with department staff who will supervise the volunteer's activities.

### **Primary Responsibilities:**

- Support various finance projects including grant and contract reporting, account reconciliation, and contract audits.
- Assist in gathering supporting documents for grant reporting.
- Assist in verifying transactions charged to grants.
- Assist finance/accounting teams with other ad-hoc projects.

### **Minimum Qualifications:**

- Strong spreadsheet skills (Excel) and the ability to work with other computer and financial applications.
- Strong organizational, multi-tasking, and analytical skills.
- Excellent communication skills, both written and oral.
- Working knowledge of Microsoft Office.
- Strong interpersonal skills and communication (oral and written) skills.

**Location: Main Hospital, 355 Bard Avenue, Staten Island, NY 10310**