Senior Financial Accountant: Job Description: Reporting to the Harvard Library Controller, the Financial Accountant will have responsibility for administering the procurement, billings and receivables and financial systems security operations for the Harvard College Library. The Financial Accountant will ensure the delivery of customer service to the staff and patrons of the Harvard College Library, and will participate in the establishment of policies, processes and internal controls. Success attributes include a background in accounting, strong strategic focus, a visible commitment to customer service, individual leadership in an environment that promotes creativity, innovation and continuous improvement, robust and effective communication with key constituents and stakeholders, and accountability for results. Responsibilities:

• Manage the quarterly and year end closes for HCL, recording journals for appropriate receivables, prepaids, deferrals and payables, and preparing Balance Sheet reconciliations as needed. Review monthly departmental transactions for accuracy, review and process journal corrections and allocations.
• Oversee accurate matching of funds to activities and all reporting on Harvard Library funds. Develop systems to coordinate, optimize and control funds. Ensure the use of all restricted funds complies with regulations and intentions:
  • Review/Track Funds in Deficit
  • Ensure compliance with fund terms
  • Ensure compliance with University fund stewardship policy
  • Work with Controller’s group to record journals necessary to spend funds
  • Monitor fund balances and spending where funds controlled by depts.
  • Oversee the Procurement Function to ensure that the Harvard College Library’s purchasing and payables (for non-collections purchasing) are processed timely and accurately. Provide training and customer support on HCOM functions and coding
  • Oversee compliance with University and FAS procurement policies, including Travel & Entertainment costs, throughout the Harvard College Library. In partnership with the Controller and FAS, develop, implement and maintain Harvard College Library purchasing and spending policies.
• Produce quarterly flux analysis, prepaid serials reconciliation and accruals providing analysis and appropriate backup to FAS in compliance with current policies.
• Manage the accounting, collection and internal control for cash and credit card receipts at the HCL Libraries, including the collection of fees & fines and gift deposits. Produce quarterly journal entries to transfer monies as appropriate.
• Administer the PCard and Corporate Card program, ensuring that all PCard reimbursements are reviewed, and expenses meet University and Library policy.
• Collections Purchasing allocation (budget) review. Work with various Harvard College Libraries to review collection allocations, review and approve budget transfers, and provide analysis and answer collections questions regarding budgets. Provide financial analysis and reporting on actual results to 11 libraries and collections, 1600 funds and 2 FAS-wide library programs.

Qualifications:
• Bachelor's degree in finance or accounting, with background in the development, implementation and maintenance of internal control processes and policies.
• 7 + years of working Accounting experience;
• Knowledge of Microsoft Office applications required, with at least an intermediate working knowledge of Excel.
Additional Qualifications
• Strong preference given to candidates with public accounting background
• Excellent analytic, written and verbal communication skills necessary.
• Must have the ability to handle complex and confidential information with discretion.
• Must be well organized, flexible and able to manage multiple, challenging projects simultaneously in a fast-paced work setting.
• Ad hoc query skills with Brio and/or Hyperion highly desirable.
• Record of thoughtful customer service skills, with an emphasis on solving problems creatively while balancing the need for internal control.
• Record of developing and implementing new ideas in a complex, knowledge-creating organization.
• Experience in an academic setting preferred

Please apply via job URL.

NEW YORK YACHT CLUB HARBOUR COURT, Newport, RI, email: resumes@nyyy.org

Human Resources Consultant (part-time): The New York Yacht Club - Harbour Court is a beautifully maintained waterfront campus in Newport, Rhode Island with hotel rooms, a full service restaurant and unique function spaces. The staff of Harbour Court provides NYYC members a one of a kind sailing location, spectacular amenities and a refined and relaxed hospitality experience. We’re looking for a talented HR professional who can help us get our top-notch seasonal staff hired, trained and engaged throughout the spring, summer and early fall. In addition, this person will participate in our post-season staffing wrap-up and planning for the season ahead. The HR Consultant is a new part-time position that we are looking to fill immediately. The schedule will be 7-15 hours/week from now through November. As the resident human resources expert, the Consultant will learn about the Club’s business and have the opportunity to provide support and advice at all levels of the organization. For a person who shares our passion for service, a high level of integrity and an enthusiasm for the hospitality business, this is a great opportunity.
Role and Responsibilities:
The successful candidate will:
Support the seasonal hiring effort by:
- Fine tuning the existing recruiting tools and processes including job descriptions, advertising, online forms, candidate information packages, new hire paperwork, offer letters, etc.
- Create and implement a formal offer letter process for all seasonal employees.
- Help with mid-season hiring.
- Review the current applicant tracking process and recommend improvements.
- Support the hiring managers in handling unique situations as needed.
- Work with the GM, department heads and others to deliver a consistent onboarding process for all new employees throughout the season.
- Understand the Club’s operations well enough to be able to explain them to candidates and work with employees and managers during the season.
- Handle employee relations issues that are referred by either employees or managers. Additional support for complex issues will be available.
- Create and implement a consistent exit process for seasonal employees.
- Coordinate with the Treasurer’s Office on payroll issues as needed.

Qualifications
- Minimum 5 years work experience with at least 3 years in a human resources role.
- Skills and experience in high volume recruiting and onboarding processes required.
- Experience in a hospitality or other service-oriented business preferred. Seasonal workforce experience would be ideal.
- Excellent relationship building skills.
- Demonstrated ability to learn new things and solve problems quickly.
- Bachelor’s degree or human resources certification preferred.

How to Apply
Interested candidates should submit a resume and a brief cover letter to: Please include the following in your cover letter:
- How you heard about this opportunity,
- How your qualifications could meet our needs, and
- Your availability to work between now and November 30, 2016.
Please email resume and cover letter.


**Software Engineer**: Responsibilities: Develops and applies data derivations, rules; and data requirements that align with standards and regulatory compliance. Lead components of data governance and metadata processes. Develops and implements Data Management standards and best practices Serves as data management lead on low to medium complex projects to review data requirements against data standards Develops business rules, applies data profiling and/or application logic. Applies data and data quality definitions and standards, and transformation rules, in daily work. Works with other organizational units and resources to gather, analyze and present data Participates in the development project plans and carries out assigned tasks. Monitors, identifies, investigates, prioritizes, remediates and communicates data quality issues Performs data profiling, analyzes and communicates results in support of data quality processes. Contributes to developing data quality criteria and the resolution activities to ensure integrity of data source. Contributes to implementation of processes to certify data quality for business intelligence purposes. Applies knowledge of end to end data flow and lineage from capture at source, to storage, to delivery and its business intent at
each stage (i.e. capture, transformation, fragmentation, editing). Performs all necessary functions to meet strategic goals and objectives of the unit. Demonstrates understanding of overall data models, data relationships, mapping lineage and business rules and participates in the creation of data models (e.g. entity design and population). Data Analysis: Develops and maintains business data requirements and specifications; to support data standards, ensuring that solutions (structure, values, relationships, quality standards) meet operational and business need. Work with business areas and project team members to understand new business data capabilities and perform impact analysis to determine additional data requirements, provide data expertise and data as needed. Analyzes customer requests (internal and external regulatory, e.g. data calls) for changes to production systems, determines impact on existing systems, processes and develops appropriate specifications, enhancements and or procedures to comply. Qualifications: Bachelor's degree in mathematics, business administration, finance, economics, computer science, statistics or equivalent degree related field preferred. Typically has a minimum of 2-4 years+ experience in data management or related experience. Insurance knowledge preferred Understands concepts and applications of business information models Demonstrates understanding of relationship between data and business rules and functions. Proficient with tools and software to extract and analyze data in the data management function. Working knowledge of enterprise uses of data and total data flow within enterprise. Working knowledge of data practices and principles for data analysis and data management. Demonstrated intermediate analytic and diagnostic skills. Demonstrated intermediate interpersonal skills. Demonstrated intermediate communication and presentation skills Ability to work independently and as part of a team. Demonstrated ability to influence others. Working understanding of the business functions, processes, and overall business strategies. Demonstrated ability to see results to completion. Intermediate business acumen. Seeks opportunities to learn. Intermediate problem solving and decision making skills General understanding of the business functions, processes, and overall business strategies. Intermediate skill/competency level: demonstrates solid knowledge and ability; can apply the competency with minimal or no guidance, in the full range of typical situations. Requires guidance handling novel or more complex situations. Please apply via job link: http://travelersindex.contacthr.com/47575675

Here are some suggested job listing websites that you may want to consider:

- [rhodeislanddiversity.com](http://www.rhodeislanddiversity.com)
- [gigijobs.com](http://www.gigijobs.com)
- [JobsinRI.com](http://www.jobsinri.com)
- [RIjobs.com](http://www.rijobs.com)
- [thingamajob.com](http://www.thingamajob.com)
- [OneWire.com](http://www.onewire.com)
- [OceanStateJobs.com](http://www.oceanstatejobs.com)
- [SnagAJob.com](http://www.snagajob.com)
- [Rhodelandjobs.com](http://www.rhodelandjobs.com)
- [HelloProvidence.com](http://www.helloprovidence.com)
- [TriStateJobs.com](http://www.tristatejobs.com)
- [masslive.com](http://www.masslive.com)
- [JobsinMA.com](http://www.jobsinma.com)
- [gojobs.com](http://www.gojobs.com)
- [CTjobs.com](http://www.ctjobs.com)
- [www.newenglandherc.org](http://www.newenglandherc.org)
- [WorkConnecticut.com](http://www.workconnecticut.com)
- [jobster.com](http://www.jobster.com)
- [MassachusettsJOBS.com](http://www.massachusettsjobs.com)
- [CareerBliss](http://www.careerbliss.com)
- [www.usajobs.gov](http://www.usajobs.gov)
- [EmploymentGuide.com](http://www.employmentguide.com)
- [CONNECTICUTJOBNETWORK.com](http://www.connecticutjobnetwork.com)

**Bryant University** is a nationally recognized leader in higher education, has a proud academic tradition of educating men and women, offering them opportunities to acquire
knowledge and strengthen character so they can achieve success as they define it. Bryant is also dedicated to the success of our faculty and staff, and the school provides excellent benefits, training, and support so that individual talents may flourish for the benefit of its students. For a full listing of our current career opportunities, please visit our website. Bryant University is an EEO/AA employer and an institution committed to diversifying its staff.