

Order Number:

NY1591059

Date Job Order Received:

03/06/2026

Number of Openings:

1

Company Name:

Cornell Cooperative Extension

Job Title:

Finance Coordinator

Minimum Experience Required:

1 Years

Job Description:

This position will serve as the Finance Coordinator for Cornell Cooperative Extension Association of Lewis County and will provide administrative direction, management and coordination for all Finance functions for the Lewis County Extension office. This position performs a moderate amount of highly complex tasks to support the Association, within the Finance area. This position will work closely with the SBN Finance Lead to ensure that all best practice recommendations are implemented in accordance with established timeframes. This position will reach out to the SBN Finance Lead for assistance and troubleshooting, as needed. This position will perform job duties with a high level of initiative and discretion, while maintaining a high level of confidentiality. This position will also provide high level support to the Board of Directors and the Executive Director in the Finance area as identified. This position will create and monitor Finance reports that may be sensitive in nature and related to established policies and procedures in support of the Association. All applicants must apply online by close of day on April 15, 2026 to be considered for this position. All applicants must complete an online application, which includes: cover letter, resume and three (3) references. Required Qualifications: Associates Degree or Equivalent Education (GED/High School Diploma and one (1) year transferrable program/functional experience). College level accounting courses. Demonstrated strong accounting, bookkeeping and organizational skills. Demonstrated willingness to learn updates and new financial systems, procedures and best practices. Experience relevant to the role of the position. Valid New York State Drivers License and the ability to meet travel requirements associated with this position. Ability to work flexible hours which may include evenings and/or weekends, as appropriate. Demonstrated ability to maintain a high level of confidentiality.

Job Location:

Lowville, New York 13367

Pay:

\$26.84 Hourly

Benefits:

No benefits specified.

Hours per Week:

Not specified.

Duration:

Part Time, Regular

Work Days:

Varies

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

Class: Class D (Operator)

How to Apply:

To apply, contact the employer by: Internet

Web-site: https://cornell.wd1.myworkdayjobs.com/CCECareerPage/job/New-York-State-Other/Finance-Coordinator---Lowville--NY_WDR-00057451