

# Research Support Team Leader

Dept./Office	Research & Business Development Foundation
Team	Research Support Team
Position	Team Leader
Reports to	Associate Executive Director / Executive Director

## Position Summary

SUNY Korea is seeking a talented new team leader to join Research Support Team in the Research & Business Development Foundation. In this position, an employee performs a wide variety of duties related to managing research projects, handling research funds, preparing financial accounting ad hoc reports, and other finance and accounting-related tasks.

## Responsibilities

- **Project Management:** Provide administrative support for research projects and other research evaluation activities
- **Accounting Closing:** Review accounting month-end closing data related to research projects while ensuring compliance with *the Industry-Academic Cooperation Foundation Accounting Standards* and national tax law
- **Project Fund Accounting:** Process bank wire transfers; checking the classification of accounts, and closely monitoring supporting documents for accounting transactions
- **Cash Flow Management:** Review a draft of cash flow projections and monitor bank account balances
- **Year-End Tax Settlements:** Prepare supporting documents to conduct year-end tax settlements
- **Others:** Document various contracts and manage official seals; perform other financial and accounting related tasks as assigned

## Requirements

### Must

- Have Bachelor's degree or higher
- Have relevant work experience and/or educational background
- Have at least 8 years of experience in using accounting or finance groupware
- Strong ethics and reliability
- Solid organizational skills, including attention to detail

### Plus

- Fluent communication and documentation skills in English and Korean