
Job Title	Contract Administration Associate
PVN ID	BK-1803-002390
Category	Administrative Services
Location	BROOKLYN COLLEGE
Department	Science and Resilience Institute at Jama
Status	Part Time
Hourly Rate	\$20.00-\$25.00
Hour(s) a Week	0.00-10.00
Closing Date	May 13, 2018 (Or Until Filled)

General Description

JOB DESCRIPTION: The Science and Resilience Institute at Jamaica Bay (Institute) is seeking a part-time (hourly) Research Foundation Contract Administration Associate to support financial, budget, and grant management responsibilities related to the management of two State grants with multiple subawards, in support of developing a state-wide shoreline monitoring project.

ABOUT THE INSTITUTE

The Institute produces integrated knowledge that can be used to increase biodiversity, well-being, and adaptive capacity in Jamaica Bay, New York City, and other urban coastal areas around the world. The Institute, hosted by Brooklyn College, is a partnership among academic institutions, government agencies, nongovernmental organizations and community groups.

POSITION DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Under direction of the Principle Investigator (PI), provide part-time administrative and operational support related to: Budget and Finance, Subaward Management, Procurement, Payment Requests, and Project Reporting. In support of the PI, liaison with the program staff, State agency sponsors, and RF-Central Administration to coordinate related reporting, payments and management systems. Research and resolve multiple and often complex assignments related to the management of two grants supporting the project. Observes all policies and mandated procedures. Consistent with RF policies and other delegations of authority, communicate with contracted program service providers or vendors regarding fulfillment of obligations.

Other Duties

OTHER DUTIES:

- Researches, drafts, and formats quarterly project reports and MWBE reports
- Coordinates with RF Central Administration around payment requests and subaward invoices.
- Follows professional record keeping protocols and procedures to insure the security of computer and confidential files
- Provides professional and technical support to project staff related to grant management policies and procedures, including technical assistance regarding state / federal fiscal guidelines
- Assists in processing budget modifications per funding guidelines or contractual modifications, as needed.
- Directs the acquisition, distribution and inventory of all equipment and supplies purchased for program.
- Identifies the most cost effective and efficient modes of procurement, including meeting MWBE requirements.
- Insures the accurate and proper processing of all purchase requests, maintenance of inventories, payment of invoices, and reconciliation of unpaid invoices.
- Follows established guidelines for processing payments for reimbursement of staff out-of-pocket expenditures and monitors payments. Follows established guidelines for processing consultant and service contracts.
- Responds to requests and inquiries in a timely and thorough manner.
- Meets with staff regarding project status update; Attends meetings as needed;
- Performs other duties as assigned.

Qualifications

A minimum of an associate's degree in finance, business, grant management or other related field. At least 2 – 3 years of experience working in the finance arena. Strong written and oral communication skills required. Ability to explain complex concepts to professional college staff, college officials, RF administrators, and other staff in non-business areas. Ability to work independently and as a team member. Attention to details. Excellent computer skills required including Microsoft Excel spreadsheets.

Strong preference given to individuals with experience working with the Research Foundation of CUNY and/or NYSERDA and NYS Department of State.