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<b>Job Title</b>	Fiscal & Operations Assistant Manager
<b>PVN ID</b>	GS-2112-004466
<b>Category</b>	Managerial and Professional
<b>Location</b>	The GRADUATE CENTER
<b>Department</b>	
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$30.00
<b>Hour(s) a Week</b>	0.00
<b>Closing Date</b>	Mar 02, 2022 (Or Until Filled)

## General Description

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Working closely with the grant's Project Director and Team Program Manager, the Fiscal and Operations Project Assistant Manager supports the day-to-day oversight and coordination of the fiscal and administrative tasks necessary to the functioning of grant-sponsored research. Under the supervision of the Project Director, the Fiscal & Operations Project Assistant provides support to develop, organize, monitor, and review fiscal documentation, research and prepare materials for new funding opportunities, and assist in other tasks related to grant expenditures and personnel.

**This position will begin February 2022 through June 30 2022, 3 days per week and, upon renewed funding and passing of probation period, may be extended for the next fiscal year.**

### Required Roles & Responsibilities:

#### Financial Management and Administrative Tasks

- Maintain tracking system(s) for project expenditures and expected costs
- Maintain tracking system for advance funding, budget reallocations, and amendments
- Update spending reports for review/analysis
- Prepare, submit, and track all grant-related payment requests (invoices, reimbursements, travel, honoraria, consultants, catering)
- Meet with Project Director and team on expenditures and project needs
- Prepare budgets for fee for service contracts
- Work with Project Director and Manager for pre-award budget preparation/planning
- Create forward funding/advance request budgets
- Liaise with relevant Research Foundation and CUNY personnel/departments
- Follow purchase procedures for office supplies, books, electronics, computers, and other equipment
- Update operations manual as needed and provide any relevant training to staff.
- Renew and update Dropbox account.

## Human Resources/Personnel

Participate in E-Verify training

Assist in review and submission of hire paperwork for new personnel

Monitor personnel work hours and task tracking

Prepare and submit consultant/independent contractor agreements

Prepare course release and summer salary paperwork for CUNY faculty associated with project (when applicable)

Create training documentation for staff as required to provide updates on HR/Personnel policies

## Funding Research and Grant Writing

Organize and prepare documents for grant applications and district contracts

Submit applications and track progress, liaise with funders as needed

Research and monitor new funding opportunities

Collaborate with other team members in preparing letters of inquiry, proposals, budgets, narratives

## Other Duties

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## Qualifications

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### Required Qualifications

- Experience or skill in setting up tracking systems for personnel and **budget management**
- Familiarity with and ability to navigate procedural organization and compliance guidelines
- Ability to work and collaborate with diverse stakeholders across the project including the project director, team members, and University and Research Foundation officials
- Ability to interact with confidential personnel information
- Ability to adapt to changing circumstances and procedures as needed throughout a project timeline
- Detail-oriented, with high level of organizational skills
- **Intermediate experience and familiarity with MS Excel** as well as experience in Microsoft Office Suite
- Familiarity with Google applications, including email, filing, and calendaring
- Ability to **work remotely and occasionally onsite as needed.**

### Preferred Qualifications

Experience in grants administration, project management, HR, and/or fiscal management