

Job Title	Contract Analyst
PVN ID	HC-1804-002443
Category	Administrative Services
Location	HUNTER COLLEGE
Department	Administration
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jun 10, 2018 (Or Until Filled)

General Description

The New York City Mental Health Service Corps (MHSC) is a key initiative of Thrive NYC: A Mental Health Roadmap for All— a comprehensive public health approach to mental health designed to promote and protect the wellbeing of all New Yorkers. The MHSC fills the too long neglected gaps in mental health and substance use services throughout NYC by creating a corps of approximately 400 mental health clinicians placed in high-need communities. Through best practices and a better design of care, the initiative will increase the diversity of behavioral health clinicians in the workforce and strengthen care where it is needed the most.

MHSC focuses on the recruitment, training, and support of early career social workers and licensed mental health counselors to become fully licensed behavioral health clinicians with a specific focus on incorporating evidence-based practices in primary care and behavioral health settings throughout New York City. Through a structured supervision system and task-shifting model, clinicians are able to obtain advanced licensure through the MHSC and strengthen their own capacity to be able to provide sound behavioral health services in marginalized communities and populations. MHSC is a city-funded program housed under Hunter College, CUNY and the Research Foundation of CUNY. All MHSC staff are employees of the Research Foundation of CUNY.

MHSC is seeking a Contract Analyst who will be responsible for tracking and reporting all budget and funding aspects throughout the program.

Other Duties

- Act as a liaison between MHSC staff, DOHMH and CUNY/Hunter Research Foundation personnel in the

processing of various procurement/budgets requests

- Review CUNY/Hunter reimbursement documentation to ensure compliance contract/MOU terms, milestones, policies and procedures
- Proactively address and resolve procurement related issues
- Obtain proper approvals for all staff procurement requests
- Ensure accurate and timely processing of staff reimbursement requests within established timeframes
- Manage office supply inventory and procure as needed; maintain adequate supply levels at all times
- Verify supplies ordered by comparing items received against items ordered
- Work with program staff to procure special order supplies needed for various events
- Work closely with DOHMH and RF CUNY on budgeting, expenditure and claiming issues regarding DOHMH sub-agreements
- Monitor and review personnel and OTPS expenditures and assist in the preparation of budget modifications and reconciliations
- Utilize different accounting strategies to determine if revenue targets will be met
- Prepare comprehensive reports to track revenue, expenditure and operational activity by synthesizing multiple databases
- Prepare worksheets or reports reflecting claiming details, discrepancies identified and corrective entries required to adjust accounts
- Other tasks as assigned by leadership

Qualifications

- Strong project management skills, excellent time management, attention to detail, oral and written communication skills
- Strong computer skills, with proficiency using Microsoft Office
- Familiarity with facilities and/or government contracts a plus