

Job Title	FINANCIAL OPERATIONS ASSISTANT
PVN ID	JJ-1509-000756
Category	Administrative Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Criminal Justice
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Nov 25, 2015 (Or Until Filled)

General Description

The National Network for Safe Communities seeks a Financial Operations Assistant to assist in the administration of grant and financial operations, including: coordinating research on and application to government and private sector grants; maintaining compliance with regulations, contact with administrators, and organization of fund disbursement and reimbursement; tracking and executing reporting requirements.

The Financial Operations Associate is a mid-level position that will work collaboratively with the National Network's Financial Operations team, coordinate with Research Foundation of CUNY staff, and liaise with John Jay College staff. This position reports to the Financial Operations Associate.

Other Duties

- Researches, reviews, and evaluates relevant requests for proposals;
- Tracks other government and institution regulated matters such as human subject research protocols;
- Works with team to collect information for the submission of proposals and assists in drafting proposals;
- Collects and tracks all proposal submissions; follows up with programs on missing data or other materials needed for finalizing the contract terms, budgets, and budget revisions;
- Drafts negotiating points for finalizing the contract terms, budgets, and budget revisions with funding agencies;
- Monitors budget review processes and collects data in support of project progress reviews. Acts as a resource and to the program throughout implementation;
- Coordinates with the Research Foundation to: assign fund account numbers and processes wire transfers; tracks fund account activity; resolve basic business, purchasing, and HR issues; process reimbursement requests;
- Assists professional and technical project staff in the collection and analysis of other research data and information important to the contract;
- Monitors reporting requirements and contributes to reporting drafts;

- Processes travel reimbursements for staff and National Network partners;
- Support regular data entry tracking all financial activity;
- Performs other duties as assigned.

Qualifications

- Knowledge of the field of grants proposal writing, sponsored program and research administration;
- Working knowledge of various government agency and corporate sponsored program requirements and practices;
- Working knowledge of the research regulatory environment and requirements for compliance;
- Ability to learn entrepreneurial skills in developing new sources of sponsorship;
- Ability to analyze proposals and contracts and identify areas needing resolution;
- Ability to work independently and to be part of a team;
- Ability to relate National Network mission to funding goals and opportunities;
- Ability to set priorities and adjust strategies to changing needs;
- Ability to work and communicate effectively with staff, associates, and internal and external constituents;
- Ability to assist in managing special conferences, seminars, presentations, etc.
- Knowledgeable about policy review, data collection, statistical evaluation of data, and strategies for conveying results to users;
- Knowledgeable about legal requirements and institutional policy regarding human subject research;
- Knowledge of key office technology and software for tracking sponsored programs;

QUALIFICATIONS:

- Bachelor's degree in a related field from an accredited institution, **and** no fewer than three years (3) of related experience; **OR**
- A Master's Degree in a related field from an accredited institution, **and** no fewer than two years (2) of related experience; **OR**
- Equivalent experience, as evidenced in professional accomplishments and experience assisting in grants and financial management;