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<b>Job Title</b>	Deputy Director of Finance and Administration
<b>PVN ID</b>	JJ-1901-002910
<b>Category</b>	Managerial and Professional
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	John Jay College Prisoner Reentry Instit
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 02, 2019 (Or Until Filled)

## General Description

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The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a seasoned full-time Deputy Director of Finance and Administration to be responsible for operations including finance, contract administration, office management and procurement.

PRI is funded through government and private grants and contracts administered through the Research Foundation of CUNY (RF), and some tax levy revenue within the College's budget. RF administers PRI funding streams as separate accounts. PRI keeps parallel books to enable us to do budgeting and financial management across multiple funding sources. Depending on the source of program funds, PRI contracts may be handled by RF Legal, CUNY Legal or John Jay College. All PRI staff are hired through the Research Foundation of CUNY and RF policies are the authority under which we operate. RF handles payroll, time and attendance, and benefits administration. PRI is responsible for its own hiring and personnel management, and is currently searching for a part-time HR Director.

The Deputy Director of Finance and Administration is part of the PRI executive team, working under the supervision of the PRI Director and in close collaboration with the Deputy Director of Programs and the leadership team composed of program directors. The ideal candidate will have the ability to be a highly organized thinker as well as a strategic planner and engaged supervisor.

### **About PRI**

The Prisoner Reentry Institute is a center of research and action at the John Jay College of Criminal Justice/CUNY. PRI is committed to providing opportunities for people to live successfully in the community after involvement with the justice system. Capitalizing on its position within a large public university and recognizing the transformational power of education, PRI focuses much of its work on increasing access to higher

education and career pathways for people with conviction histories. PRI's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy. Our staff of about 40 FTEs works in correctional facilities and the field, as well as in our midtown offices. PRI's direct service efforts include Fellowship Initiatives for John Jay students and a robust array of programs that create pathways to college and employment for people with conviction histories. That continuum of educational opportunities includes college readiness classes and testing inside jail and prisons, a college-in-prison program, comprehensive community-based academic reentry services, training in technology and navigator skills, and a growing portfolio of work readiness services.

## Other Duties

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### **Job Responsibilities:**

Working closely with the Director, the Deputy Director of Finance and Administration is responsible for:

#### Finance

- Budgeting, financial forecasting, and cash flow for administration of existing programs and proposed projects
- Prepare budgets and budget narratives for funding proposals;
- Participate in review of funder agreements with PRI and coordination of their submission to RF;
- Oversight of all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with RF grant and program budgets;
- Production of financial reports for all types of funders (e.g., private, foundation, government, corporate, etc.)
- Working closely with program directors to ensure best use of available resources and timely submission of budget modification requests;
- Quarterly financial reviews with the executive team;
- Oversee administrative support to ensure a smooth workflow

#### Contracts

- Coordinate the development of vendor contracts with program directors and draft contract language for all PRI contracts as appropriate
- Work with legal department(s) and vendors to prepare agreements
- Monitor and facilitate execution of PRI contracts
- Ensure contract compliance and timely payment of vendor invoices
- Serve as liaison to legal department to resolve disputes if/when they arise

#### Operations

- Oversee operations, including but not limited to office management and purchasing

- Event management: oversee planning and execution of all PRI events
- Build and manage relationships within the College, RFCUNY and CUNY systems to ensure efficient operations of PRI

### Organizational Planning

- Collaborate with the Deputy Director of Programs to coordinate long term and short term organizational goal setting processes, including retreats and meetings to set and update organizational goals and strategic plans
- Ensure that funding is in place to attain those goals
- Create an office culture of equity, inclusion, and diversity that effectively attracts, supports, develops, and retains talent

## Qualifications

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### **Qualifications:**

We are seeking candidates who have experience in fund accounting, managing finance, contracts, strategic planning and overall operations who can operate in a fast-paced, growing non-profit environment and who can balance self-direction and collaboration. The ability to work effectively with all levels of leadership within PRI, the College, and the City of New York (CUNY) system as well as with funders and external partners is essential to the role.

Candidates should have:

- Master's Degree with a minimum of 5 years progressively responsible experience in non-profit financial management
- Extensive experience in fund accounting, budgeting, and financial management
- Familiarity with expectations of government and philanthropic funders
- Experience in negotiating, drafting and overseeing vendor contracts for services
- Familiarity with good personnel practice
- Skill in change management
- Administrative experience within CUNY and the Research Foundation of CUNY is highly desirable.

Candidates should have a proven track record as a thoughtful, effective manager who is good at developing people under his/her leadership, and the ability to translate strategic vision into detailed action steps.

**How to apply**

Please include a cover letter, resume, and salary requirements