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| <b>Job Title</b>      | Junior Budget Analyst          |
| <b>PVN ID</b>         | LA-2502-006701                 |
| <b>Category</b>       | Administrative Services        |
| <b>Location</b>       | LAGUARDIA C. C.                |
| <b>Department</b>     | Workforce Education Center     |
| <b>Status</b>         | Full Time                      |
| <b>Annual Salary</b>  | \$55,000.00 - \$58,000.00      |
| <b>Hour(s) a Week</b> | 35                             |
| <b>Closing Date</b>   | Apr 07, 2025 (Or Until Filled) |

## General Description

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The Workforce Education Center at LaGuardia Community College is seeking a Junior Budget Analyst for its Train & Earn Program. This initiative offers comprehensive occupational and work-readiness training for out-of-school, out-of-work (OSOW) youth aged 16-24, preparing them for entry into high-growth occupations in in demand sectors. The program focuses on healthcare-related training, including Emergency Medical Technician (EMT) (Basic), Certified, Medical Administrative Assistant (CMAA)/Certified Clinical Medical Assistant (CCMA) and Central Service Technician/Central Sterile Technician (CST) certifications. Upon completion of training, students will begin a 150- hour paid internship and sit for a certification exam. Job placement is an outcome after completion of the internship. This position reports to the Senior Director of Youth Workforce Development Initiatives.

### Position Overview:

The Junior Budget Analyst for the Train & Earn Program will work closely with the Train and Earn Program Director and be responsible for creating budgets that are compliant with the Department of Youth and Community Development regulations, analyzing budgets and proposing changes that are necessary to meet the specific needs of the program. Prepare personnel appointments and keep track of employee time and leave balances, interface with the Research Foundation who oversees all fiscal matters pertaining to grants.

### Performance Duties/Responsibilities:

- Develops organizational budgets with the Train and Earn Director
- Consolidates the organizational budget for review
- Monitors spending and keeping the program within its set budget
- Prepares reports and estimating future financial needs
- Defends budget recommendations with data and evidence-based analyses
- Under the guidance and oversight of ACE Grants' office, develops and maintains dashboard and/or spreadsheets reviewing, revising and tracking activity across T& Earn program areas.
- Works closely with others in administrative and program units to prepare, publish and distribute comprehensive fiscal reports appropriate for the Train & Earn decision making.

- Establishes record keeping protocols and procedures to ensure the security of computer and confidential program files
- Responsible for preparing and submitting all personnel appointments to the Research Foundation
- Prepares and submits payment requests
- In conjunction with the Grants' office, prepares forward funding requests
- Oversees time & leave accruals in conjunction with the Research Foundation (RF), and complies with RF Management policies.
- Directs the acquisition, distribution and inventory of all equipment, furniture and supplies purchased for offices and programs
- Maintain inventories, payment of invoices and reconciliation of all unpaid invoices
- Prepares billings and handles vendor inquiries
- Ensures all records including, participant files, and program certifications are up to date and in accordance with organizational and funding source requirement
- Other duties as assigned

### **LaGuardia Community College**

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers seventy-two associate degree and certificate programs, more than fifty non-degree workforce training programs, and dozens of ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students (35%) were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half (54 percent) are first-generation college students.

Sixty-nine percent of LaGuardia degree students live in Queens; the rest come from Brooklyn and beyond. Virtually all LaGuardia degree students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent are Hispanic, well above the threshold of 25 percent required by the US Department of Education for designation as a Hispanic-Serving Institution (HSI). Sixty-six percent of LaGuardia degree-seeking students receive some form of financial aid. Close to half of our degree-seeking students attend part-time (49%), usually because they need to work to support their families. Tuition and fees are \$5,271 per year for a full-time student.

## **Other Duties**

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## **Qualifications**

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### **Core Competencies/Qualifications**

- Ability to multitask, prioritize and meet deadlines
- Ability to take a broad plan and break it down into specific benchmarks and goals
- Must be self-directed, results oriented, and have proven ability to prioritize and execute deliverables efficiently and timely with minimum supervision
- Possess strong interpersonal, public speaking and relationship-building skills with the ability to communicate with a variety of stakeholders including program students, staff, funders and program

partners

- Strong confident leader and team-builder

### **Qualifications**

- Bachelor's degree in Accounting or Economics with minimum of two to three (2-3) years of relevant budgetary experience required
- Proficiency in Microsoft Excel, and a solid understanding of accounting principles and ability to interpret complex financial data required
- Master's degree preferred

Fingerprinting is required prior to or within the first 30 days of employment