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<b>Job Title</b>	Operations and Finance Manager
<b>PVN ID</b>	LA-2507-006934
<b>Category</b>	Administrative Services
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	VP Office of Adult & Continuing Education
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$90,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 23, 2025 (Or Until Filled)

## General Description

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The division of Adult and Continuing Education is seeking to hire an Operations and Finance Manager to support the departments of Workforce Development and the Career and Professional Programs (CAPP) at LaGuardia Community College. The division works collaboratively to prepare New Yorkers to begin and advance their careers through a variety of certificate education and training programs. Both departments offer a wide range of non-credit courses and certificate programs designed to help individuals gain practical skills, industry-recognized credentials, and professional advancement across sectors such as healthcare, technology, construction, business, and more.

The Operations and Finance Manager will report to the Executive Officer and work closely with the Senior Director of Finance, in the Office of the Vice President of Adult and Continuing Education. The Operations and Finance Manager will also coordinate closely with program directors and managers across both the Workforce Development and CAPP departments. The Operations and Finance Manager plays a critical role in the effective functioning of these programs. The Operations and Finance Manager tracks revenue and spending, manages budgets and accounts, facilitates and processes hiring and purchasing, develops and improves operational processes, provides guidance and training to staff on operational procedures, and liaises with IT, Facilities, Grants, and many other campus departments to address key office needs.

### 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 more than sixty associate degree programs and more than fifty workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 24,000 students. More than one-third of LaGuardia's degree-seeking students are born outside the United States; they come from 136 countries and speak 43 heritage languages. Sixty percent are first-generation college students.

Virtually all LaGuardia students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent of associate degree students are Hispanic. Upon graduation most students transfer to four-year colleges, typically in CUNY, to complete their baccalaureate degrees. Graduates of career

programs such as Nursing, Computer Technology, and Veterinary Technology enter the workforce. LaGuardia ranked fifth among U.S. community colleges in economic mobility – moving low-income students into the middle class and beyond – in studies by Stanford University (2017) and the Brookings Institution (2020).

## Other Duties

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- Develop, monitor, and forecast budgets for grants, contracts, tuition, and cost centers across Workforce Development and CAPP programs; perform variance analyses and recommend adjustments as needed.
- Track revenue and spending for all program accounts, ensuring compliance with sponsor, CUNY, and Research Foundation of CUNY (RF) requirements.
- Prepare and submit accurate financial reports, sponsor invoices, and performance-based draw-downs; quarterly dashboard showing encumbrances, and KPIs; ensure timely collection of revenues and correct account posting.
- Maintain audit-ready documentation, including invoices, payroll allocations, expense reports, and robust internal controls.
- Support new grant proposals by building compliant budgets, narratives, and required attachments in collaboration with programs, Grants office and ACE finance staff as needed.
- Track grant deliverables, performance metrics, and reporting deadlines; coordinate interim and final narrative and financial reports.
- Liaise with funders, sponsors, Grants Office, RF Legal and other departments as needed, to execute contracts, request budget modifications, and secure forward funding or guarantees as needed.
- Submit contracts and required paperwork to Grants Office, ACE Finance, and RF; track progress through execution and follow up to ensure timely approval.
- Prepare and track all purchasing, contracting, stipend, and personnel actions for tuition-based, grant-funded, contract-training, and Foundation initiatives.
- Troubleshoot and address HR, procurement, onboarding, and purchasing processes by collaborating with internal and external stakeholders.
- Maintain comprehensive transaction logs, reconciliations, and supporting documentation for all fiscal and operational activities.
- Design, document, and continuously improve standard operating procedures (SOPs) for onboarding, inventory, records management, and other core workflows; update and maintain the department operations manuals.
- Train staff on operational processes and SOPs; provide follow-up coaching to ensure consistent adoption and integration of processes.
- Coordinate onboarding of new staff and maintenance support in terms of workspace, including procurement of office keys, computers, telephones, desks, and system access collaborating with IT, ACE Finance, Telephone Services, Facilities and any other department as needed.
- Develop and maintain strong collaborative relationships with program directors, managers, and college offices (Grants, ACE Finance, HR, Procurement, IT, Facilities, Research Foundation, LaGuardia Foundation).
- Provide training and guidance to staff on operational and fiscal processes; support integration and continuous improvement of department systems files.
- Perform other related duties as assigned to support the effective functioning of Workforce Development and CAPP programs.

Appointments are subject to the availability of funding and satisfactory performance. This is an in-person

position with the option of some remote work.

## Qualifications

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### Required Qualifications:

- Bachelor's degree and 3 – 5 years related experience in Finance, Public Administration, Grants management, Non-Profit
- Proficiency with Excel and electronic databases, budget management, and record-keeping systems

### Preferred Qualifications:

- Experience communicating and coordinating with multiple and diverse stakeholders
- Ability to develop and manage effective tracking and monitoring systems
- Strong time management and organizational skills
- Respectful and professional communication under pressure
- Excellent customer service and interpersonal communication skills
- Strong attention to detail
- Robust problem-solving skills
- Passion for workforce development and public service
- Results-oriented and flexible team player
- Desire to learn and grow
- Experience within CUNY or other large public higher-education systems
- Experience with grants management and communications with funders
- Knowledge and understanding of common types of government and private funder contracts and budgets