
Job Title	Budget and Administration Manager
PVN ID	PS-1902-002931
Category	Administrative Services
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	\$75,000.00 - \$90,000.00
Hour(s) a Week	35
Closing Date	May 07, 2019 (Or Until Filled)

General Description

The CUNY School of Professional Studies (CUNY SPS) provides online and on campus degree and certificate programs that meet the needs of adults who are looking for a seamless way to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Drawing on CUNY's nationally and internationally renowned faculty and practitioners, as well as industry and education partners, the School's programs provide opportunities for personal growth, job mobility, greater civic participation, and new ways to advance knowledge.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited degree and certificate programs for students who want the flexibility and convenience of online education. CUNY SPS was ranked in the top 5% in the Nation in U.S. News & World Report's list of the 2018 Best Online Bachelor's Degree Programs.

Reporting to the Executive Director of Professional Education and Workplace Learning (PEWL), and exercising independent judgment, the Budget and Administration Manager oversees and supports the fiscal operations for a broad set of CUNY SPS programs and initiatives. In consultation with the Executive Director of PEWL, the Budget and Administration Manager establishes and implements procedures to achieve the goals and objectives of the unit, with particular focus on grants management: grant budgets, procurement, and office administration.

The Budget and Administration Manager tracks all funding sources—private grants, and city and state grants and contracts—and supports program directors in managing their resources and expenses effectively for about \$30M in sponsored programs. The Budget and Administration Manager communicates regularly and works closely with the CUNY SPS Finance and Budget Director and the Fiscal Director at CUNY Central Office of Senior University Dean for Academic Affairs to ensure compliance with University, Research Foundation, and sponsor fiscal policies and procedures. The Budget and Administration Manager confers regularly with the

Executive Director of PEWL regarding complex administrative and budgetary issues and provides thoughtful solutions to increase efficiency.

The Budget and Administration Manager researches and resolves multiple and often complex assignments; and supervises administrative functions carried out by other staff. The Budget and Administration Manager maintains strict confidentiality regarding sensitive budgetary and human resources issues.

Other Duties

Budget Responsibilities:

- Maintains program budgets and produces regular budget spending reports for each project, involving multiple grant sources. Initiates monthly budget meetings with program directors;
- Manages multiple Research Foundation accounts, and associated sub-accounts;
- Creates, drafts, and formats budget and administrative reports of considerable complexity using innovative techniques and formats;
- Supports program directors in developing budgets for new funding proposals, and reviews all funding proposals prior to submission;
- Maintains a database of all grants and contracts; and communicates key responsibilities and dates—such as program start and end dates and grant reporting dates—to program staff;
- Monitor and administer routine program activity to ensure that awarded funds are expended in accordance with terms and conditions of grants;
- Develops and maintains spreadsheets; reviews and edits expense tracking reports drafted by other staff;
- Serves as a liaison to directors regarding program budgets;
- Ensures timely responses to budget issues;
- Assists programs in processing budget modifications per funding guidelines;
- Prepares billings and handles vendor inquiries; oversees ledgers and reconciliations.

Procurement Responsibilities:

- Manages the acquisition, distribution and inventory of all supplies and equipment purchased for offices and program sites;
- With other admin staff, identifies the most cost effective and efficient modes of procurement;
- Ensures the accurate and proper processing of all purchase requests, maintenance of inventories, payment of invoices, and reconciliation of unpaid invoices;
- Establishes guidelines for processing payments for reimbursement of staff out-of-pocket expenditures and monitors payments;
- Establishes guidelines for processing consultant and service contracts;
- Reviews and approves contractual documents.

Administrative Responsibilities:

- Assist in the creation of a Grants Office;
- Manages administrative staff projects;
- Collects and analyzes quantitative and qualitative information of varying complexity;
- Establishes record keeping protocols and procedures to ensure the security of the unit's computer and confidential files;

- Maintain audit-compliant records for all grants to ensure compliance; coordinate data collection in the event of audit; liaise with internal audit at Research Foundation and assist with internal and external audits.
- Serves as point person for faculty proposal submissions;
- Provides professional and technical support to project staff around budget and HR issues;
- Responds to requests and inquiries in a timely and thorough manner;
- Approves paper Personal Action Forms (PAFs) for Unit staff;
- Supervises administrative unit staff regarding day-to-day activities; meets frequently with staff regarding project status updates;
- Performs the duties of subordinate positions when necessary; performs other duties as assigned.

Qualifications

- Bachelor's degree in a relevant field is required, advanced degree is a plus;
- A minimum of five years of experience working with budgets and grants administration
- Expert knowledge of Excel; knowledge of other Microsoft Office Suite programs Outlook and Word.
- Excellent interpersonal, verbal and written communication skills; ability to communicate financial information effectively to diverse constituencies, including professional staff, college officials, RF administrators, and other staff in non-business areas; ability to listen and respond to the concerns/ideas of others;
- Ability to work effectively with staff, associates, and internal and external constituents; ability to treat diverse clients with respect;
- Strong organizational skills, and the ability to prioritize, multi-task, and work under deadlines; ability to observe and manage details;
- Experience with managing grants and contracts, including Federal, State, City, and foundations in a not-for-profit or social service setting
- Ability to apply creative and state-of-the-art solutions to assignments;
- Ability to develop and manage effective tracking and monitoring systems;
- Working knowledge of public sector or non-profit funding policies, budgetary structures, procurement procedures, and bidding processes.

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