Job Title	Budget Aide
PVN ID	QB-2112-004423
Category	Administrative Services
Location	QUEENSBOROUGH C. C.
Department	Office of Continuing Education & Workfor
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	3.00-4.00
Closing Date	Feb 03, 2022 (Or Until Filled)

General Description

Queensborough Community College's Office of Continuing Education & Workforce Development (CEWD) is seeking an experienced, dynamic and results-oriented part-time Budget Aide for its new U.S. Department of Labor Strengthening Community Colleges Grant entitled, "Co-Designing an Integrated Accelerated Pathways Model with Employers and the Workforce Development System: Driving System Changes through the CUNY Community Colleges Consortium." This $5 million grant will enable CUNY to effect systemic change throughout the system to streamline Workforce Development programs and will also provide Technology, Health Care and Education upskilling programs to unemployed, underemployed and special populations across New York City.

QCC is the lead college in this consortia grant, in collaboration with the Borough of Manhattan Community College (BMCC), Bronx Community College (BCC), Hostos Community College (HCC), Kingsborough Community College (KBCC) and LaGuardia Community College (LAGCC), the Central Office of Continuing Education and Workforce Partnerships at the City University of New York, the New York City Workforce Development Board (NYC WDB) and public and private sector partners and community-based organizations.

The SCC Grant Project will build the capacity of CUNY community colleges to collaborate with employers and the public workforce development system to meet local and regional labor market demand for a skilled workforce. The purpose of this project is (1) to increase the capacity and responsiveness of CUNY community colleges to address the skill development needs of employers and dislocated and unemployed workers, incumbent workers, and new entrants to the workforce; (2) to offer this spectrum of workers and other individuals accelerated career pathways in Technology, Health and Education, that enable them to gain skills and transition from unemployment to (re)employment quickly; and (3) to address the new challenges associated with the COVID-19 health crisis that necessitate social distancing practices and expanding online and technology-enabled learning and migrating services to a virtual environment.

The Budget Aide will report to the Grants Administrator and will support the SCC PI, co-PI and Project Director.

Other Duties

- Works with PI and Co-PI, Project Director and Grants Administrator in maintaining the budget for this grant-funded project and regularly monitors spending to ensure compliance.
- Maintains internal financial records and reconciles them regularly to that of the Research Foundation.
- Maintains employee appointments in the RFCUNY system in line with the budget and makes recommendations for adjustments and corrections.
- Prepares all New Hire and Re-Hire paperwork for employees, estimates salary expenses and analyses the impact on the budget. Arranges I-9 appointments.
- Prepares orders, procures invoices, prepares payment requests in coordination with project.
- Prepares all vendor invoices and travel expenses for processing through the Research Foundation.
- Assists in bi-weekly timesheet review.

Qualifications

- HS Diploma/GRE required; Associate's/Bachelor's degree preferred.
- Experience with RF CUNY policies, procedures, and systems preferred.
- Experience in a non-profit and/or academic organization preferred.
- At least 2 years of related work experience in a professional environment.
- Must possess strong organizational, interpersonal, and communication skills with a collaborative and solutions-oriented workstyle.
- Must demonstrate an ability to manage timelines/deadlines successfully.
- Able to work independently and efficiently, perform multiple tasks simultaneously, and work within a team environment.
- Must have a strong working knowledge of Microsoft Office Suite, with an emphasis on Excel, and work with Google Drive;
- Must be committed to supporting unemployed, underemployed and special populations, such as Veterans, individuals with disabilities, dislocated workers, etc., in training and re-training for family-sustaining jobs in the NYC Metropolitan area.