

|                       |  |
|-----------------------|--|
| <b>Job Title</b>      | Creative Arts Team Budget Director (search reopened) |
| <b>PVN ID</b>         | VA-1506-000579                                       |
| <b>Category</b>       | Managerial and Professional                          |
| <b>Location</b>       | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS         |
| <b>Department</b>     | Creative Arts Team                                   |
| <b>Status</b>         | Full Time  |
| <b>Annual Salary</b>  | \$70,000.00 - \$75,000.00                            |
| <b>Hour(s) a Week</b> | 35   |
| <b>Closing Date</b>   | Oct 19, 2015 (Or Until Filled)                       |

## General Description

Financial Management: • Serve as CAT's primary financial liaison to the Research Foundation of CUNY (RFCUNY), to CUNY, and to government and private funding agencies. • Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; Manage organizational cash flow and forecasting. Payroll: • Establish budgets, approve encumbrances and timesheets on RFCUNY system for bi-weekly payroll. • Oversee maintenance of time and leave records and reconcile with RFCUNY as needed. Personnel: • In conjunction with the Human Resources staff at RFCUNY, manage the human resource functions for CUNY Creative Arts Team, including hiring procedures and distribution of benefits information.

## Other Duties

The Creative Arts Team (CAT) at the City University of New York uses the power of drama to support education, build social-emotional competencies and foster success in hundreds of classrooms, CBOs and other sites across NYC each year. Celebrating its 40th Anniversary, CAT has worked with more than one million youth -- students who reflect the City's economic, ethnic, and cultural diversity. CAT's professional Actor-Teachers use the key components of drama -- character, collaboration, story, and the dynamic relationship between actor and audience -- to create one-of-a-kind interactive learning experiences for young people to acquire concrete skills they can reapply in their own lives. As a \$3 million program within The City University of New York (CUNY) - Office of Academic Affairs, CAT also collaborates with a wide range of CUNY programs that strengthen the educational experience of future and current college students. CUNY's Master of Arts in Applied Theatre was developed by CAT and is offered by the CUNY School of Professional Studies in partnership with CAT. It is the nation's first M.A. in Applied Theatre -- Using Theatre to "Facilitate, Educate, Activate."

The Position: The Budget Director provides oversight, management and hands-on coordination of CAT's financial and personnel functions. The Budget Director works closely with the Executive Director, Artistic and Education Director, Director of Resource Development, Director of Administration, to set organizational priorities, develop financial forecasting, and generate internal and external financial reports. The successful candidate will be a participatory manager and will lead and develop an internal team to support all areas of finance, business planning and budgeting, and personnel to ensure CAT's program quality, fiscal strength, and high-functioning administration.

## Qualifications

---

- Minimum of a B.A./B.S. degree, ideally an MBA/MPA or CPA degree.
- A track record in government and private sector grants management. At least 7-10 years of overall professional experience; ideally 6+ years of financial and human resources management experience.
- Knowledge of accounting and reporting software, including Excel, Quickbooks, and fund accounting systems.
- The ideal candidate should have a successful track record in setting priorities; keen analytic, organizational and problem solving skills, which support and enable sound decision-making. Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

Open Until Filled