

Job Title	Administrative and Budget Manager
PVN ID	VA-1701-001606
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY-PDI
Status	Full Time
Annual Salary	\$65,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Mar 20, 2017 (Or Until Filled)

General Description

The Institute is searching for a full-time Administrative and Budget Manager. Reporting to the Executive Director (ED) and Deputy Executive Director, the Administrative and Budget Manager supports work to achieve the goals and objectives of the Institute, with particular focus on Budget and Finance, Office Administration, and Procurement. This position requires the exercise of independent judgement, is responsible for multiple assignments, and requires that priorities be set in a timely and efficient manner.

General Description of Duties and Responsibilities

In collaboration with the ED and deputy ED, the Manager identifies short term and long term administrative objectives. He/she supervises the Office Operations Coordinator and administrative functions carried out by other staff. He/she maintains the organization budget, produces monthly budget spending reports for each project (involving multiple grant sources), and initiates monthly budget meetings with program directors and the deputy director. The Manager communicates with his/her counterparts in Research Foundation Central Administration on specific matters related to the area of responsibility and observes all policies and mandated procedures. Consistent with RF policies and other delegations of authority, he/she communicates with contracted program service providers or vendors regarding fulfillment of obligations. He/she confers with the ED and deputy ED regarding administrative and budgetary issues and provides thoughtful solutions to increase efficiency.

Budget and Finance Duties, in addition to the above:

- Manages multiple accounts;
- Creates, drafts, and formats budget and administrative reports using innovative techniques and formats;
- 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.

Office Administration Duties, in addition to the above:

- Responsible for day-to-day operations of the office;
- Directs administrative staff projects;
- Follows record keeping protocols and procedures to ensure the security of the unit's computer and confidential files;
- Provides responsive and accurate professional and technical support to project staff around budget and HR issues;
- Assists as needed in recruiting, screening, hiring and training employees; orients staff, oversees time and leave, complies with performance management policies, recommends personnel actions when needed;
- Supervises administrative unit staff regarding day-to-day activities; meets frequently with staff regarding project status updates; models and inspires a responsive office culture.

Procurement Duties, in addition to the above:

- Directs the acquisition, distribution and inventory of all equipment, furniture and supplies purchased for offices and program sites;
- Ensures the accurate and proper processing of all purchase requests, maintenance of inventories, payment of invoices, and reconciliation of unpaid invoices;
- Implements and monitors e-systems;
- Follows guidelines for processing payments for consultant and service contracts and reimbursement of staff out-of-pocket expenditures and monitors payments;

Other Duties

In addition to the above:

- Responds to requests and inquiries in a timely and thorough manner;
- Performs the duties of subordinate positions when necessary; performs other duties as assigned.

Qualifications

A Bachelor's Degree in a related field from an accredited institution and five (5) years related administrative, progressively responsible experience, of which at least two (2) years entailed working with state or local government processes for budgeting, expenditures, human resources, grants management, and/or procurement, preferably in a social service or non-profit organization, and at least one (1) year supervising the work of others in a related area.

- Expert knowledge of computer and spreadsheet software related to field of work;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicating effectively with diverse constituencies; ability to explain complex concepts to staff, RF administrators, and other staff in non-business areas; ability to listen and respond to the concerns/ideas of others;
- Ability to apply creative solutions to assignments;
- Ability to treat diverse clients with respect;

- Ability to respond professionally to complex and urgent issues;
- Ability to organize and administer complex systems; ability to observe and manage details; and ability to manage multiple priorities;
- Ability to work both independently and as a team member;
- 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;
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.

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