



<b>Job Title</b>	ASAP Budget Assistant
<b>PVN ID</b>	VA-1705-001803
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	ASAP Program - CUNY OAA
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$25.00-\$30.00
<b>Hour(s) a Week</b>	21.00-30.00
<b>Closing Date</b>	Jun 23, 2017 (Or Until Filled)

## General Description

---

### **ASAP Budget Assistant**

### **Accelerated Study in Associate Programs (ASAP)**

### **CUNY Office of Academic Affairs**

**(May 2017)**

### ***Grant Funded - Available Immediately***

#### **Job Description:**

The City University of New York Office of Academic Affairs is seeking a motivated self-start with strong administration skills to serve as a part-time Budget Assistant for the Accelerated Study in Associate Programs (ASAP). ASAP is a comprehensive program for students pursuing degrees at nine CUNY comprehensive and community colleges, and John Jay. Visit [www.cuny.edu/ASAP](http://www.cuny.edu/ASAP).

The ASAP Budget Assistant position is housed in the ASAP Central Office in downtown Brooklyn. Key functions of the ASAP Central Office include general program administration, fiscal oversight and reporting, program-wide evaluation, citywide outreach, and special program-wide initiatives. The ASAP Budget Assistant reports to the ASAP Fiscal and Administrative Manager and works closely with other ASAP staff members to support effective fiscal and program operations.

## Other Duties

---

**The ASAP Budget Assistant duties and responsibilities will include, but are not limited to the**

**following:**

- Assist with the development and maintenance of internal expenditure tracking and preparation of quarterly expenditure reports for multiple accounts;
- Assist in the analysis of the distribution of ASAP student resources (textbook vouchers and MetroCards);
- Prepare and process OTPS justification memos and submit requisitions via the Tax Levy procurement system;
- Maintain local management of invoices and payment submission (Research Foundation of CUNY and Tax Levy procurement system);
- Review submitted paperwork and process small orders, purchase orders, and travel advances via Research Foundation of CUNY's procurement system;
- Reconciliation of purchasing and travel card transactions in the Tax Levy procurement system;
- Assist in the preparation of annual and mid-year budget award letters and dissemination to college leadership and key points of contacts;
- Work closely with ASAP administrative and program staff to draft ad-hoc reports upon request;
- Respond to requests and inquiries in a timely and thorough manner; and
- Participate in special projects as needed and other duties as assigned

## Qualifications

---

**The ideal candidate will have:**

- Bachelor's degree required, accounting or finance major preferred;
- At least two years of work experience in a related field;
- Experience in analyzing data and budgets;
- Strong working knowledge of Excel, proficiency with Google Docs, and experience with web based financial systems;
- Flexibility to work productively in a fast paced, time-sensitive, and high volume environment;
- Detail oriented and strong organizational skills with the ability to manage multiple assignments, establish priorities, meet deadlines, and resolve problems professionally and efficiently;
- Outstanding communication skills (oral, writing, and inter-personal);
- Ability to work collaboratively and independently on multiple related projects;
- Commitment to promoting college access and success in post-secondary education

**Salary:** \$25 - \$30 per hour at 21 hours per week, plus additional hours during peak times.

**To Apply:** Interested individuals should submit a resume and cover letter.