

Job Title	Administrative Coordinator
PVN ID	VA-1708-001996
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K-16 Initiatives
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 09, 2017 (Or Until Filled)

General Description

CUNY K-16 Initiatives encompass multiple programs with a common purpose, to increase NYC public school students' college access and success, facilitating their transition to post-secondary education and careers. The Administrative Coordinator position provides administrative and budgetary support to the staff and programs of K-16 Initiatives. The Administrative Coordinator works under the supervision of the Budget and Administration Manager for K-16 Initiatives. The Administrative Coordinator should be someone who enjoys coordinating many different tasks, and can address diverse programmatic priorities with a professional, responsive approach.

The Administrative Coordinator's duties and responsibilities include:

Accounts and budget oversight

- Assist with review of account-level expenses and broader financial reporting to programs and funders.
- Prepare monthly and quarterly reports for multiple programs and accounts.
- Monitor consistency between program budgets and actual expenditures.
- Maintain up-to-date accounts payable records and perform reconciliations.
- Assist in preparation of invoices to funding sources.
- Assist in the closing of program accounts at end of fiscal year.

Vendor relationships

- Assist with development of purchasing plans and opening purchase orders.
- Request proposals and quotes from vendors.
- Maintain supply inventories.

- Maintain accurate records of expenditures, by program and account.

Liaison between program staff and budget office

- Prepare, collect, review and submit time sheets for staff and consultants.
- Maintain updated procurement policies and documentation.
- Assist staff in adhering to policies and accessing required documents.
- Process requests for purchases of materials and services, following purchasing guidelines appropriate for the funding source.
- Fulfill staff requests for travel advances, reimbursements, supplies and meeting arrangements.
- Maintain documentation and complete reports for purchasing-card transactions.

Other Duties

- Support logistics, including room reservations, travel arrangements and food orders, for trainings and meetings
- Assist the Budget and Administration Manager in maintaining a database of programs' grants and contracts.
- Participate in training and supervision of work study students in clerical and administrative roles.
- Perform clerical, administrative, research and other work as needed to support the operation of K-16 Initiatives.

Qualifications

A bachelors degree in accounting, finance or relevant field is required, with 3-5 years' work experience. The ideal candidate will enjoy working with minimal supervision and be ready to resolve problems independently. The candidate must be familiar with standard purchasing procedures and committed to timely processing from requisition, through fulfillment, to payment. Familiarity with the CUNYFirst purchasing system is a plus. Other requirements include:

- Familiarity with Microsoft Office, in particular Excel, and database applications
- Strong organization skills and an ability to set and meet deadlines
- Excellent interpersonal skills, as well as spoken and written communication
- Enjoy working with numbers and have an analytical inclination
- Good understanding of accounting and financial reporting principles and practices
- Strong attention to detail
- Embrace change and work well in a fast-paced office environment