
Job Title	Coordinator of Administrative Services
PVN ID	VA-1912-003413
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs
Status	Full Time
Annual Salary	\$43,000.00 - \$47,000.00
Hour(s) a Week	35
Closing Date	Mar 19, 2020 (Or Until Filled)

General Description

The Coordinator of Administrative Services is a Full Time position within the office of the Senior University Dean for Academic Affairs/Dean of the School of Professional Studies. Reporting to the Manager of Administrative Services, the Coordinator of Administrative Services will manage the non-personnel expenses for programs funded by the CUNY Research Foundation and by Tax Levy.

The duties and responsibilities of the position will include, but are not limited to the following: Administrative Services – (80%):

- Reviews daily submissions (i.e., vendors, contracts & reimbursements) to ensure requests are complete;
- Handles program business accounts as assigned and follows-up with Program staff as needed;
- Develops tools to monitor, track and maintain daily submissions;
- Reviews, tracks and submits paperwork for subcontracts and independent contracts agreements via RF-CUNY and CUNYfirst systems;
- Reconciles monthly project expenses to ensure requests for payment are processed by the Research Foundation in a timely manner;
- Reconciles purchase card expenses (P-card, NET card & Travel card) on a monthly basis for Central office and follows-up with program staff to ensure all receipts are submitted on timely basis;
- Generates routine and monthly reports as assigned;
- Responds to requests and inquiries in a timely manner and able to meet tight deadlines;
- Works closely with administrative and program staff to draft ad hoc reports upon request.

Other Duties

Other – 20%

- Attend monthly staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

Qualifications

- Baccalaureate degree required, accounting or finance major preferred
- Intermediate to advance knowledge and experience of Microsoft Excel and Outlook
- Strong data analytical and problem solving skills
- Ability to work both in a team environment and independently
- Excellent follow-up and communication skills, both verbal and written
- High level of attention to detail while working in a fast-paced environment
- Ability to develop and manage efficient tracking and monitoring systems
- Ability to prioritize work load and demonstrate a high sense of urgency
- Exhibits professionalism and interacts in a courteous and respectful manner