

Job Title	Fiscal Coordinator, Creative Arts Team (CAT)
PVN ID	VA-2001-003480
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K-16 Initiatives
Status	Full Time
Annual Salary	\$40,000.00 - \$53,000.00
Hour(s) a Week	35
Closing Date	Mar 17, 2020 (Or Until Filled)

General Description

Founded in 1974, the Creative Arts Team (CAT) at the City University of New York has provided drama-based workshops and programs in pre-K-12 schools, colleges and community centers in all five NYC boroughs, and has served more than a million youth, and thousands of educators and parents. CAT is a division of CUNY's Office of K-16 Initiatives.

The Fiscal Coordinator position supports the staff and programs of the Creative Arts Team (CAT). The position reports to the Director of Operations of the Creative Arts Team and the Director of Budget and Administration for K-16 Initiatives. The Fiscal Coordinator's work location will be primarily at CAT's office on West 31st Street in Manhattan, but will also involve approximately one day per week at the K-16 offices at 16 Court Street in Brooklyn. The Fiscal Coordinator position supports the staff and programs of K-16 Initiatives, working primarily with the Creative Arts Team (CAT), an arts-in-education division of CUNY. This position reports to the Executive Director of the Creative Arts Team and the Director of Budget and Administration for K-16 Initiatives. The Fiscal Coordinator's work location will be primarily at CAT's office on West 31st Street in Manhattan, but will also involve approximately one day per week at the K-16 offices at 16 Court Street in Brooklyn.

DUTIES AND RESPONSIBILITIES

The Fiscal Coordinator's job duties and responsibilities include:

Budget administration

- Maintain updated budget documents for each program, working with senior leadership on budget updates and adjustments to staff and OTPS lines
- Ensure expenses are within budget forecasts
- Manage award documentation and reports on grants and contracts

- Prepare invoices to collect marketed services fees
- Prepare regular internal reports by program, with details of expenditures and budget balances
- Provide reports and information on inventory, orders and payments as requested by program directors and administrative staff

Human Resources

- Support CAT staff to ensure efficiency of hiring processes for new staff
- Communicate with CAT staff and CUNY administrative offices about staff positions (job postings and classification, interview committees, hiring, departures, etc.)
- Maintain comprehensive knowledge of CUNY employment policies and procedures
- Oversee personnel records and maintain employee files with job descriptions, start and end dates, annual leave accruals and related information
- Support staff compliance with HR policies and payroll procedures; respond to all staff and management requests for information about payroll, benefits and leave
- Ensure timesheets are processed in a timely and efficient manner, coordinating programs' timesheet collection, and handling payroll issues or questions as they arise

Procurement and payables

- Prepare and update forecasts of OTPS spending by program
- Request proposals and quotes as needed from vendors
- Submit invoices with supporting documentation to budget office for payment
- Maintain positive relationships with vendors and consultants, communicating regularly with external partners and budget office
- Assist with documentation for purchase orders and consultant contracts
- Maintain systems and procedures to track and manage staff requests for materials and supplies as orders are placed and fulfilled
- Maintain inventory and records of orders and payments, by program
- Establish efficient policies and procedures to assist staff with reimbursements, ordering supplies and setting up consulting contracts

Other Duties

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- Assist the Director of Budget and Administration in maintaining records and files
- Participate in development of administrative policies and documentation
- Proactively recommend improvements to processes and systems
- Assist staff in adhering to policies and accessing required documents
- Perform operations, administrative, and other work as needed
- Participate in training and supervision of work study students in administrative support roles
- Other duties as needed

Qualifications

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- A bachelor degree is required.
- Previous experience in the role of an administrative generalist is helpful.
- Able to work independently and collaboratively with CAT staff, K-16 Budget and Administration team, and CUNY administrative offices.
- Willingness to work with two direct supervisors at two office locations.
- Must be able to maintain confidentiality around budget and human resources information.
- Ready to proactively solve problems and work with minimal supervision.
- Detail oriented, with strong organization skills and an ability to set and meet deadlines
- Excellent interpersonal, verbal and writing skills
- Familiarity with Microsoft Office, in particular Word and Excel

Physical Requirements

This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials

EOE

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.