

<b>Job Title</b>	Budget and Administration Senior Manager
<b>PVN ID</b>	VA-2101-003806
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

**Department**

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 21, 2021 (Or Until Filled)

## General Description

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**MISSION**

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

**GENERAL DESCRIPTION**

The Institute is searching for a full-time Budget and Administration Senior Manager. Reporting to the Executive Director (ED) and Deputy Executive Director, the Budget and Administration Senior Manager supports work to achieve the goals and objectives of the Institute, with particular focus on Budget and Finance, Human Resources, 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.

**DUTIES AND RESPONSIBILITIES**

In collaboration with the ED and deputy ED, the Senior 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's approximately \$14M annual budget, produces monthly expense reports for each project (involving multiple grant sources), and initiates monthly budget meetings with program directors and the Deputy ED. The Senior Manager communicates with his/her counterparts in CUNY Central Administration on specific matters related to the areas of responsibility and observes all policies and mandated procedures. Consistent with RF CUNY policies, he/she communicates with

contracted 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

- Manages multiple funding accounts, including producing monthly expense reports for each account and grant spending reports for funders
- Works with executive leaders to manage the Institute's overall budget and to create individual project budgets
- Creates internal budget and administrative reports using innovative techniques and formats
- Reviews and edits expense tracking sheets maintained by other administrative staff
- Serves as a liaison and provides technical assistance to directors regarding program budgets and spending
- Ensures timely responses to budget issues
- Assists programs in processing budget modifications per funding guidelines
- Prepares invoices and handles customer inquiries
- Works with CUNY Central colleagues to manage account reconciliations

## Office Administration and Procurement

- Responsible for day-to-day operations of the office; models and inspires a responsive office culture
- Supervises administrative unit staff regarding day-to-day activities; meets frequently with staff for unit and CUNY-wide updates
- Directs office administrative projects
- Follows record-keeping protocols and procedures to ensure the security of the unit's computer and confidential files
- Ensures the accurate and proper processing of all purchase requests, maintenance of inventories, payment of invoices, and reconciliation of unpaid invoices
- Implements and monitors RF CUNY and other e-systems

## Human Resources

- Provides responsive and accurate professional and technical support to project staff around HR issues
- Maintains staff roster
- Assists as needed in recruiting, screening, hiring and training employees; provides orientation for new staff members, oversees time and leave request procedures, recommends personnel actions when needed

## Other Duties

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- Performs the duties of subordinate positions when necessary; performs other duties as assigned.

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

## Qualifications

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### Minimum Qualifications

- Bachelor's degree in a related field from an accredited institution
- Five (5) years related, progressively responsible administrative 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
- Meticulous attention to detail and ability to manage multiple priorities
- Ability to communicate effectively with diverse constituencies; ability to explain complex concepts to staff and colleagues
- Ability to listen and respond to the concerns/ideas of others; respond to requests and inquiries in a timely and thorough manner
- Experience developing, managing, and improving effective tracking and monitoring systems
- Experience identifying areas for improvement and generating creative solutions in office systems and operations
- Working knowledge of public sector or non-profit funding policies, budgetary structures, procurement procedures, and bidding processes

### Preferred Qualifications

- Master's degree in a related field
- Experience in higher education setting

### Physical Requirements

- Due to the COVID-19 pandemic, this position currently is a remote (work-from-home) position. Laptop will be provided to support working remotely. The location of the position in the future will operate 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. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.

- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 40 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel to other sites as needed.

## **How to Apply**

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

## **EEO Info**

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.