
Job Title	Senior Director, Budget and Administration
PVN ID	VA-2201-004518
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of K-16 Initiatives
Status	Full Time
Annual Salary	\$105,000.00 - \$125,000.00
Hour(s) a Week	35
Closing Date	Apr 29, 2022 (Or Until Filled)

General Description

CUNY's Office of K-16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success by engaging strategic partners in confronting systemic educational inequities.

Reporting to the University Dean of K-16 Initiatives, the Senior Director of Budget and Administration supports the fiscal operations for a broad set of CUNY programs and initiatives that aim to improve the college readiness, high school-to-college transition, and academic success of young people in New York City. The Senior Director serves as a key member of the Office of K-16's leadership team.

The Senior Director of Budget and Administration recommends and implements strategies and policies to help ensure that the unit meets its financial objectives. The Senior Director works with the Dean and Deputy Directors to plan, implement and monitor unit-wide and program budgets. Supervising a four-member team, the Senior Director tracks all funding sources—including CUNY Tax Levy funding, private grants, and city and state grants and contracts—and supports program directors in managing their resources and expenses effectively. The Senior Director communicates regularly and works closely with the Office of Academic Affairs' Administrative Services unit to ensure that fiscal operations are completed in keeping with University and Research Foundation policies and protocols. The Senior Director of Budget and Administration maintains strict confidentiality regarding sensitive budgetary and human resource issues.

Other Duties

Budgets:

- Manages organization-wide budget encompassing more than a dozen programs. Acts as a thought partner with Dean, Deputies, and Program Directors in planning and modifying budgets. Leads a team that manages revenue and spending for more than \$40 million in annual operating funds and tracks funds across more than 80 Tax Levy and Research Foundation accounts and associated sub-accounts.

- Oversees and strategizes around onboarding and payroll processes for more than 70 full-time and dozens of part-time staff members in the K-16 unit.
- Communicates with a wide range of funders. Ensures that invoices are submitted in a timely manner, and tracks receipts.
- Collaborates with Dean, Deputies, and Program Directors in developing budgets for funding proposals/grant applications.
- Manages K-16's fiscal relationship with the NYC Department of Education.
- Creates templates and timelines for developing, reporting on, and approving budgets.
- Initiates quarterly budget meetings with program directors based on budget spending reports.
- Guides staff in monitoring grants and contracts, communicating with program staff about funder requirements, award start and end dates and reporting dates.
- Assists programs in processing budget modifications as needed, per funding guidelines.
- As appropriate, communicates with campus-based staff regarding budget and fiscal issues.
- Ensures timely responses to budget issues and questions.

Procurement:

- Establishes and communicates procurement policies that align with Research Foundation and Tax Levy purchasing policies and expectations.
- Establishes guidelines for processing payments for reimbursement of staff out-of-pocket expenditures.
- Establishes guidelines for processing consultant and service contracts.
- Works with Budget and Administration team to identify cost effective and efficient modes of procurement and to maintain positive relationships with key vendors.
- Ensures that the Budget and Administration team implements accurate and appropriate procedures for K-16 staff orders and purchase requests, maintenance of inventories, payment of invoices, and utilization of OTPS funds.

Administration:

- Supervises K-16's Budget and Administration team, including Fiscal Manager, Grants and Contracts Manager, and Administrative Coordinators.
- Serves as Liaison to OAA Operations Team and CUNY Facilities team.
- Establishes procedures to ensure the security of the Budget and Administration team's electronic and paper records and
- Supervises operations, HR functions and resources/inventory.
- Stays abreast of University and Research Foundation policies, protocols, and procedures.
- Other duties as assigned.

Qualifications

- Bachelor's degree in a relevant field is required, advanced degree is a plus
- Expert knowledge of Excel, Outlook, Word and other Microsoft Office Suite programs
- Excellent interpersonal, verbal and written communication skills; ability to communicate financial information effectively to diverse constituencies, including professional staff, college officials, RF administrators, and program staff; ability to listen and respond to the concerns/ideas of others
- Experience with managing grants and contracts, including Federal, State, City, and foundations in a not-for-profit or social service setting

- Ability to work effectively with staff, and internal and external constituents
- Strong organizational skills, and the ability to prioritize, multi-task, and work under deadlines
- Ability to apply creative solutions to assignments
- Working knowledge of public sector or non-profit funding policies, budgetary structures, procurement procedures, and bidding processes

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, 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.

To Apply

Please submit a cover letter and resume.