

---

<b>Job Title</b>	Contract Coordinator
<b>PVN ID</b>	VA-2206-004864
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of Academic Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$47,000.00 - \$52,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 13, 2022 (Or Until Filled)

## General Description

---

The Contract Coordinator is a Full-Time temporary position for 3 years within the office of Academic Affairs (OAA) with the possibility of extension. Reporting to the Supervisor of Administrative Services, the Contract Coordinator will manage the non-personnel expenses for programs funded by the CUNY Research Foundation and by Tax Levy. The Fiscal and Administrative Services unit supports various programs under OAA. The four major program areas include: 1) K-16 initiatives; 2) Office of Careers & Industry Partnerships; 3) Student Success Initiatives; 4) NYC Early Child Care and Professional Development Institute.

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

- Review daily submissions (i.e., vendors, contracts\reimbursements) to ensure requests are completed;
- Handle program business accounts as assigned and follows-up with Program staff as needed;
- Develop tools to monitor, track and maintain daily submissions;
- Review, track and submit paperwork for subcontracts and independent contracts agreements via RFCUNY Contract Manager and CUNYfirst systems;
- Reconcile monthly project expenses to ensure requests for payment are processed by the Research Foundation in a timely manner;
- Reconcile 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 time;
- Generate routine and monthly reports as assigned;
- Respond to requests and inquiries in a timely manner and able to meet tight deadlines;
- Work closely with administrative and program staff to draft ad hoc reports upon request.

## Other Duties

---

Other (20%)

- Attend 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
- Prior experience working in an administrative capacity, i.e., handling reimbursements, expenses, inquires etc.