
Job Title	Budget and Administration Manager
PVN ID	VA-2306-005681
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$80,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Aug 15, 2023 (Or Until Filled)

General Description

Mission:

The Office of K16 Initiatives within the City University of New York (CUNY) creates innovative pathways for young New Yorkers to envision and achieve success, by engaging strategic partners in confronting systemic educational inequities. While the programs address a diverse set of needs, they all aim to improve success rates and ease the transition from K-12 schools to college and careers. CUNY's K-16 Initiatives support the city's commitment to equity by ensuring high quality programs help eliminate achievement gaps between racial, ethnic, and socioeconomic groups.

General Description:

The Budget and Administration Manager for K-16 performs various duties supporting program effectiveness and efficient operations. Reporting directly to the Senior Director of Budget and Administration, this role is responsible for maintaining up-to-date accounts payable records, in addition to maintaining accurate records of expenditures by program and account. The Budget and Administration Manager will also coordinate the collection of necessary documentation from recipients of stipends and honoraria to submit for payment, as well as submitting invoices for payment in accordance with appropriate guidelines. Moreover, the Budget and Administration Manager will assist with purchasing orders, and requesting proposals and quotes from vendors. The Budget and Administration Manager will be responsible for maintaining files such as contractor agreements, maintaining updated procurement policies and documentation, and assisting staff with accessing required documents.

Other Duties

Duties and Responsibilities:

In addition to the overview information, other key duties include, but will not be limited to the following:

Administration

- Collaborate with K-16 Initiative's program staff to assist with planning purchases and troubleshooting with program staff to solve problems, and to implement project changes as needed.
- Serves as the liaison between K-16 and vendors, and contractors
- Coordinate program events and meeting logistics, in addition to preparing and organizing events.
- Provide operational support for program events (at CUNY offices and at DOE schools).
- Manage space reservations and food orders for program events.
- Actively participate in the larger efforts of K-16 Initiatives and programs, including DEI initiatives, and special projects as needed
- Process and track reimbursements, supply orders and invoices, including electronic equipment inventory.
- Enforce effective and accurate communication techniques by drafting and proofreading both internal and external communications.
- Assist with monitoring, organizing and maintaining K16 office supply inventory; maintain and organize inventory in staff lounge
- Submit forms for onboarding and offboarding, including PETS fingerprinting information.
- Maintain staff listservs and internal staff contact lists; maintain staff memberships in external orgs up to date.
- Updates office databases, lists, and files to ensure completeness and accuracy;
- Works closely with Web Developer to assist with maintaining current information on department website
- Assists with collecting data for, preparing, and distributing reports and presentations using word processing, spreadsheet, and presentation software as needed.

Budget

- Monitor status of K-16's accounts in Web Reports
- Maintain accurate records of expenditures by program and account
- Update internal financial reports with YTD expenditures on a monthly basis
- Maintains department fiscal plans and budgets; assists in budget administration and invoice processing.

Performs related duties as assigned.

Qualifications

Minimum Qualifications:

Associate's degree required.

Preferred Qualifications:

- Three years' experience working as an office assistant or program coordinator, preferably in public education or in a public agency.
- Resourceful self-starter supporting complex logistical projects in a bureaucratic, fast-paced, environment.
- Experience working collaboratively and cooperatively with a diverse faculty, staff and external constituents in a large, decentralized public university system.
- Advanced technical skills and proven experience using data management and/or project management software, Microsoft Suite, and Google Docs.
- Detail-oriented and highly organized with excellent communications skills.

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
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel to other CUNY sites as needed.