



Job Title	Finance Associate
PVN ID	VB-2012-003772
Category	Managerial and Professional
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State & Local Governan
Status	Full Time
Annual Salary	\$60,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Apr 30, 2021 (Or Until Filled)

General Description

About us

The CUNY Institute for State and Local Governance has a mission to improve the financing, delivery, and measurement of critical public services through research, technical assistance, and education. We lead projects aimed at reforming the criminal justice system, measuring urban inequality, expanding the reach of social service providers, and more. Each project has a dedicated team of research and policy experts who collaborate closely with internal and external organizations. Our staff have the opportunity to work with colleagues and supervisors across projects and with different types of expertise. We are seeking new team members with enthusiasm to shape the future of state and local policy.

Our goals for diversity and inclusion

We strive to foster an office environment and an approach to work that welcomes and respects different perspectives, backgrounds, and life experiences. We are working towards our goal of recruiting and retaining staff and board members who are diverse in terms of race, national origin, sexual orientation, gender identity or expression, age, religion, veteran status, socioeconomic status, disability, and justice system involvement.

Who we are looking for

We are hiring a Finance Associate who will be responsible for the financial oversight of all of CUNY ISLG's projects funded by various sponsors. The Finance Associate will manage a portfolio of grants and contracts, including budget and forecast preparation and analysis, ensuring compliance with contracts regulations; invoice & expense review, reconciliation and financial reporting.

The Finance Associate will work with both internal staff and our fiscal agent, the Research Foundation. Reporting to the Chief Administrative Officer, the Finance Associate will be responsible for the following

activities:

- Managing program grants, contracts, revenue, expenditures and compliance;
- Monitoring and reporting program costs and variances to budget and forecast;
- Working with directors, associate directors and project directors to develop monthly budgets and forecasts for revenue & operating expenses
- Conducting monthly reviews of vendor invoices, staff allocations, and expense reports;
- Generating monthly program forecasts to project revenue and expenses for both line-item reimbursement and performance-based grant contracts;
- Working with the Department Directors to prepare and review budgets for submission in response to requests for proposals;
- Additional relevant tasks, as needed.

*The position is full-time and may involve travel (when possible amid the Coronavirus pandemic). Our office is located in New York City and the position will be housed there over the long-term, however, work will be **remote through the immediate term.***

Other Duties

Qualifications

We would love to hear from you if:

- You have experience (3 years or more) of working with budgets and grants and contracts
- You are familiar and have an understanding of basic accounting principles and financial/accounting systems
- You have advanced proficiency in Excel
- You have experience in prioritizing projects, meeting deadlines, and initiating follow through with meticulous attention to detail and high-level accuracy both individually and in a team setting
- You have exceptional interpersonal skills and the ability to maintain working relationships with staff, partner agencies, funders, and all other internal and external workforces at all levels with utmost professionalism.
- You are flexible
- You have personal experience relevant to the mission of the organization (optional, but a plus)

This is a full-time position in New York City with a salary range of \$60,000-\$80,000 and excellent benefits, including:

- Comprehensive medical/dental/vision insurance
- Paid vacation and personal days
- Paid sick leave
- CUNY tuition reimbursement program
- Pre-tax benefits for transit and healthcare costs
- Family/parental leave

- Life insurance
- A retirement plan with employer contribution.

Our staff also benefit from:

- A positive work/life balance.
- Opportunities for advancement within the organization.
- Engagement with the broader CUNY network.
- Working with organizational leadership who have years of significant public sector and policymaking expertise.

How to Apply

To apply, please visit RFCUNY.org. You will need to submit a cover letter describing your qualifications and interests and attach your curriculum vitae. Questions can be addressed to info@islg.cuny.edu.

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