

<b>Job Title</b>	Executive Director of Financial Mgmt. and Administration
<b>PVN ID</b>	VC-2202-004563
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
<b>Department</b>	
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 01, 2022 (Or Until Filled)

## General Description

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### DESCRIPTION

The City University of New York (CUNY) is the leading urban public university in the United States with an enrollment of 275,000 degree-granting students. The university is comprised of 25 institutions: 11 four-year senior colleges, 7 two-year community colleges and 7 graduate, honors and professional schools across the five boroughs of NYC.

The City University Construction Fund (CUCF) is a public benefit corporation established by New York State to provide facilities for CUNY. CUCF provides the technical staff for CUNY's Office of Facilities Planning, Construction and Management (FPCM), which is charged with the central administration of CUNY's capital construction program, including the planning, design, construction and maintenance of the University's campuses, comprised of 28 million gross square feet in 296 buildings.

FPCM seeks an Executive Director to lead Financial Management and Administration, the foundation for the strategic planning, management, procurement and delivery of financial and budget resources necessary to support CUNY's educational mandate.

The Executive Director of Financial Management and Administration reports directly to the Vice Chancellor for Facility Planning, Construction and Management. This position may also serve as Deputy Executive Director and Treasurer of CUCF and as Executive Director of the CUNY Economic Development Corporation. The Vice Chancellor for Facility Planning, Construction and Management serves as the Executive Director of CUCF.

Salary commensurate with experience.

Posting open until April 10 (or until filled).

## Other Duties

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## DUTIES AND RESPONSIBILITIES

The Executive Director of Financial Management and Administration oversees:

- Capital budget of \$3 billion with approximately \$350 million in annual expenditures,
- Coordination and integration of finance, accounting, budget, procurement and administrative functions enabling the mission critical work of the department, including coordination of financing with Dormitory Authority of New York, and all applicable approvals for capital projects,
- Coordination of all CUCF matters involving New York State Division of the Budget, New York City Office of Management and Budget, and New York City and New York State Comptrollers, Empire State Development and Dormitory Authority of New York,
- Implementation of the annual capital budget including capital budget expenditure updates and reporting,
- Capital accounting operations, including preparation of CUCF annual financial statements and tax preparation,
- Development and implementation of administrative policies and practices regarding budget and finance issues, including modifications to enhance fiscal and reporting operations, monitoring program budget operations and expenditures, evaluating program reporting activities to ensure contract compliance, and coordinating and facilitating resolution of all fiscal and reporting issues,
- Forecasting and control of agency position and personnel costs,
- Supervising the collection and analysis of statistical and other quantitative data,
- Overseeing the use of standard data collection and statistical techniques to produce comprehensive reports appropriate for CUCF / FPCM decision making,
- Procurement of construction and construction-related services pursuant to NYS Education Law, Public Authorities Law and all applicable NYS and NYC laws, rules and regulations,
- Development, implementation and oversight of construction contract administration and payment review process for construction and construction-related contracts held by CUCF,
- Procure-to-Pay operations for all capital and operating procurements initiated by CUCF, representing approximately \$100 million in expenditures,
- Implementation and financial management of leases, sub-leases and other agreements as may be necessary and obtaining the necessary oversight approvals,
- Implementation and financial management of agreements for purchase of real property and contracts for legal, financial, professional and technical assistance, and obtaining the necessary oversight approvals,
- Implementation of mandated diversity programs (MWBE/SDVOB), including tracking and reporting as required by NYS Empire State Development and NYS Executive Law,
- Participation in government financial management systems: CUNYFirst (PeopleSoft), New York Statewide Financial System (PeopleSoft), New York City Financial Management System, and others,
- Approving budget modifications, purchase orders, requisitions, contracts and other finance-related documents within delegated authority,
- Monitoring and review of the processing of all purchase requests, maintenance of inventories, payment of invoices, reconciliation of unpaid invoices, and investigation and resolution of errors or discrepancies,
- Managing staff responsible for accounting, procurement, budget administration, vendor integrity, personnel and office management, including personnel policies and procedures, recruiting, onboarding and retention of technical, professional and support staff, determining and communicating performance standards, staff evaluation against written standards, rewarding and correcting performance and disciplinary action as needed, determining work plans, setting goals and objectives, and identifying training needs and providing training,
- All aspects of office administration including operation of FPCM's office, vehicles, equipment and office

services,

- High standards of business integrity and financial accountability through management and internal control systems including financial and contractual reviews, internal control reviews, and vendor integrity reviews,
- Participation in relevant professional activities and personal development in the business field.

## Qualifications

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### QUALIFICATIONS

#### Minimum Qualifications

- Bachelor's Degree and 8-10 years of progressively responsible experience in financial management and administration, or an equivalent combination of Experience and Education.
- Possession of the Core Competencies.

#### Preferred Qualifications

- Advanced degree in business administration, finance, economics or related area.
- Experience working in state or local government and/or public higher education.
- Experience with New York State and/or New York City public procurement, budgeting and accounting practices.
- Experience as a member of, or working with a Board of Trustees.
- Ability to work effectively and collegially within a large, complex organizational system.
- Demonstrated leadership and managerial skills, with ability to lead and manage teams, and use strategic and tactical judgment to make decisions and handle various situations.
- Excellent oral, written, and interpersonal communication skills.

#### Core Competencies

- Expert knowledge of budget, human resource, procurement, bidding, and contracting practices and strategies in the government sector; expert knowledge of various government agency budget, human resources or procurement reporting practices.
- Ability to solve current and anticipated reporting issues.
- Ability to set project priorities and adjust implementation strategies.
- Ability to work effectively with staff, associates, and internal and external constituents.
- Ability to communicate effectively with diverse constituencies; ability to explain complex concepts to professional college staff, college officials, CUNY administrators, and other staff in non-business areas; ability to listen and respond to the concerns/ideas of others.
- Knowledgeable about policy review, data collection, statistical evaluation of data, and strategies for conveying results to users.
- Ability to manage full time and part time staff in both field and central sites.
- Ability to recruit, hire, train, direct, monitor, evaluate, and reward, competent staff; ability to discipline staff when necessary.

- Ability to identify and provide for own personal development need.
- Skilled in negotiating budget modifications, contract modifications and/or procurement prices.
- Knowledgeable of capital and operating budgets.
- Ability to function as a fiduciary.