
Job Title	Assistant Director of Fiscal Administration
PVN ID	VR-2508-006991
Category	Managerial and Professional
Location	CUNY SYSTEM-WIDE ACCOUNTS
Department	CUNY Office of Research
Status	Full Time
Annual Salary	\$94,000.00 - \$104,000.00
Hour(s) a Week	35
Closing Date	Sep 19, 2025 (Or Until Filled)

General Description

In a single integrated system of 26 colleges and schools, the CUNY Office of Research (OR) is responsible for the leadership of University initiatives that build research capacity. Research, scholarly, and creative pursuits are supported through four OR divisions that jointly encourage collaborative and transdisciplinary research innovations; foster startups and commercialization both within and beyond the CUNY community; and ensure adherence to the standards that govern research ethics and sponsored program administration. As part of the Office of Academic Affairs, and with an operating budget over \$10 million, we serve more than 7,000 full-time and 11,000 part-time faculty, including renowned scholars in nearly every academic field. With over \$700 million in research and sponsored projects expenditures in FY24, and substantial growth across the past decade, our mission is to design a research and innovation ecosystem that strengthens CUNY's renown as the leading, diverse public impact university. Several CUNY campuses are already recognized by the Carnegie Foundation as top-tier research colleges

The City University of New York seeks an Assistant Director of Fiscal Administration for the Office of Research. This skilled professional will help foster, strengthen, and sustain the financial capacity of CUNY's research system office by conducting planning, forecasting, monitoring, transactions, and reconciliations for the entirety of its budgetary and fiscal affairs. The Assistant Director of Fiscal Administration will be a member of OR's Operations division and liaise closely with each of the four other staff divisions within OR regarding their financial portfolios. The Assistant Director will also represent OR interests with fiscal stakeholders across the University, including the Office of Academic Affairs, the University Budget Office, and the budget offices of the system's 26 colleges and schools. Reporting to the Associate Vice Chancellor for Research, the Assistant Director will be responsible for oversight and management of OR's complete fiscal landscape, encompassing all tax levy, discretionary, and sponsored programs accounts held or maintained by its staff. The Assistant Director will also liaise closely with the CUNY Research Foundation, a separate nonprofit founded to provide post-award fiscal and administrative support for CUNY's research and sponsored programs.

Other Duties

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

- Preparation and ongoing maintenance of OR's operating and capital budget(s)
- Oversight of OR cashflow and revenue/expense trends; continuous analysis including variance reporting
- Thought partnership to both the Associate Vice Chancellor for Research and University leadership on all financial matters related to CUNY research, including resource allocation
- Liaisons with University-wide decision- and policymakers regarding OR fiscal affairs, encompassing recruitment, strategic planning, accounts payable, procurement, facilities, legal, and information technology, among others
- Curation and execution of annual and multi-year fiscal strategies in alignment with University and OR strategic planning efforts
- Analysis of key financial data to inform changes in OR policies, programs, and other activities
- Design and implementation of financial management best practices among OR stakeholders with fiscal responsibilities
- Selection, deployment, and use of financial tools for planning, forecasting, modeling, and decision support, including automated processes where possible
- Assurance of fiscal compliance with University, City, State, and sponsor policies and procedures
- Support for information technology, human resources, procurement, and other related operations actions as they intersect with OR fiscal affairs
- Management of the Graduate Resource Technology Initiative (GRTI) including direct partnership with both colleges and the Dormitory Authority for the State of New York (DASNY)
- Other duties as assigned

Qualifications

MINIMUM QUALIFICATIONS

- Bachelor's degree and eight years' related experience required

PREFERRED QUALIFICATIONS

- Advanced degree in a related discipline such as accounting, finance, or business administration, which may substitute for up to two years of the required experience
- Professional credential(s) such as Certified Public Accountant, Certified Government Financial Manager, or Certified Management Accountant
- Strong knowledge of higher education, public sector, and/or nonprofit accounting principles and practices
- Demonstrated experience with higher education budget models and fund accounting
- Demonstrated ability to present complex fiscal affairs to executive leadership and other decision-makers
- Strong proficiency with financial software and specialized budgeting tools, as well as other administrative and academic systems
- Exemplary organizational and project management skills to develop objectives, set and adapt to changing priorities, manage competing demands/changes and meet deadlines
- Proactive, flexible, and collaborative work style with strong interpersonal communication, presentation, and negotiation skills to forge successful relationships with diverse faculty, staff, and external partners
- Detail-oriented and precise with strong research, writing, and analytical skills, plus ability to thrive in a demanding, multi-faceted, time-sensitive office

- Commitment to public service, service excellence, inclusion, equity, ethics, and integrity to manage highly sensitive information and materials discreetly.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- This is a 70/30 hybrid position, subject to change. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines. A laptop may be provided if needed to support working remotely.
- 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. Reasonable accommodation will be made for employees with disabilities or other needs per RFCUNY policies.