

Job Title	Creative Arts Team Budget Director
PVN ID	VA-1708-002013
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Creative Arts Team
Status	Full Time
Annual Salary	\$70,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Oct 16, 2017 (Or Until Filled)

General Description

The Creative Arts Team (CAT) at the City University of New York uses the power of drama to support education, build social-emotional competencies and foster success in hundreds of classrooms, CBOs and other sites across NYC each year. Now in its 42nd year, CAT has worked with more than one million youth – students who reflect the City’s economic, ethnic, and cultural diversity. CAT’s professional Actor-Teachers use the key components of drama – character, collaboration, story, and the dynamic relationship between actor and audience – to create one-of-a-kind interactive learning experiences for young people to acquire concrete skills they can reapply in their own lives. As a \$3 million program within The City University of New York (CUNY) – Office of Academic Affairs, CAT also collaborates with a wide range of CUNY programs that strengthen the educational experience of future and current college students.

The Position:

The Budget Director provides oversight, management and hands-on coordination of CAT’s financial functions. The Budget Director reports to the Executive Director and works closely with the senior staff to set organizational priorities, develop financial forecasting, and generate internal and external financial reports. The successful candidate will be a participatory manager of the finance department and will develop an internal team to support all areas of finance, business planning, budgeting, and personnel to ensure CAT’s program quality, fiscal strength, and effective administration.

Specific areas of responsibility:

Financial Management:

- Serve as CAT’s primary financial liaison to the Research Foundation of CUNY (RFCUNY), CUNY, and government and private funding agencies
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director and senior staff

- Administer and review all financial plans and budgets
- Manage organizational cash flow

Payroll:

- Establish budgets, allocate salaries, create encumbrances, and approve timesheets on RFCUNY system for bi-weekly payroll.
- Oversee maintenance of time and leave records

Accounts Receivable:

- Invoice for performance or fee based work
- Prepare sponsor reports required for the collection of funds
- Oversee the collection of invoices

Personnel:

- In conjunction with the Human Resources staff at RFCUNY, manage the human resource functions for CUNY Creative Arts Team, including hiring procedures

Accounts Payable:

- Gather payment documentation and oversee the payment of invoiced supplies and services

Other Duties

As assigned

Qualifications

Minimum of a B.A./B.S. degree; ideally an MBA/MPA degree

A track record in government and private sector grants management

At least 7-10 years of overall professional experience; ideally 6+ years of financial and human resources management experience

Knowledge of accounting and reporting software, including Excel, Quickbooks and fund accounting systems

Keen analytic, organizational, and problem solving skills

Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.