
Job Title	Administrative Coordinator, K-16 Initiatives
PVN ID	VA-1802-002366
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K-16 Initiatives
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Apr 18, 2018 (Or Until Filled)

General Description

CUNY K-16 Initiatives encompass multiple programs with a common purpose, to increase NYC public school students' college access and success, facilitating their transition to post-secondary education and careers. The Administrative Coordinator position provides administrative support to the staff and programs of K-16 Initiatives, working primarily with the Creative Arts Team (CAT), an arts-in-education division of CUNY. This position reports to the Executive Director of the Creative Arts Team and the Director of Finance and Administration for K-16. The Administrative Coordinator's work location will be primarily at CAT's office on West 31st Street in Manhattan, but will also involve approximately one day per week at the K-16 offices at 16 Court Street in Brooklyn.

The Administrative Coordinator's job duties and responsibilities include:

Account and budget oversight

- Assist with review of account-level expenses for internal tracking and reports required by programs and funders.
- Prepare regular reports for multiple programs and accounts, with receivables and expenses.
- Monitor consistency between program budgets and actual expenditures.
- Prepare invoices to a variety of funding sources.
- Assist in collecting information required for funder site visits and reports to funders
- Maintain updated accounts receivable reports by program.

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Procurement and payables

- Request proposals and quotes from vendors; submit invoices and supporting documentation to budget

office for payment

- Assist with development of consultant contracts, purchase orders and orders
- Maintain inventory and records of orders and payments, by program area and account

Human Resources

- Manage timesheet processing, from collecting and verifying timesheets, submitting to budget office, troubleshooting any payroll issues and confirming payroll account balances
- Inform budget office of changes in employee status (hiring, pay increases, termination)
- Coordinate hiring process for new staff, including pre-employment paperwork and on-boarding appointment with the budget office
- Maintain personnel records

Liaison between CAT program staff and budget office

- Participate in development of administrative policies and documentation
- Assist staff in adhering to policies and accessing required documents
- Process and track requests for purchases of materials and services, following purchasing guidelines appropriate for the funding source

Other Duties

- Assist CAT's Executive Director and the Director of Finance and Administration in maintaining complete records of grants and contracts.
- Perform operations, administrative, and other work as needed to support CAT and K-16 Initiatives.
- Participate in training and supervision of work study students in budgetary support roles.

Qualifications

- A bachelor degree and 5+ years' work experience (accounting degree is not required, but must understand basic accounting concepts).
- Previous experience in the role of an administrative generalist is helpful.
- Able to work independently and collaboratively with CAT staff, K-16 Budget and Administration team, and CUNY administrative offices.
- Must be able to maintain confidentiality around budget and human resources information.
- Ready to proactively solve problems and work with minimal supervision.
- Detail oriented, with strong organization skills and an ability to set and meet deadlines
- Excellent interpersonal, verbal and writing skills
- Familiarity with Microsoft Office, in particular Word and Excel