



Job Title	Operations Specialist
PVN ID	BM-2507-006919
Category	Clerical/Office Services
Location	BOROUGH OF MANHATTAN C. C.
Department	Center for Continuing Education
Status	Full Time
Annual Salary	\$55,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Sep 14, 2025 (Or Until Filled)

General Description

The Borough of Manhattan Community College, Center for Continuing Education is seeking a highly organized and detail-oriented Operations Specialist to join our dynamic team. This position will report directly to the Operations Manager and will play a crucial role in supporting all operational duties within our center. The Operations Specialist will be responsible for ensuring the smooth and efficient running of day-to-day operations for a department that contains Tax Levy, Non-Tax Levy, and Research Foundation funds with multiple programs in Workforce Development and Continuing Education. The primary focus is to provide administrative and logistical support to the Operations Manager by maintaining accurate records and contributing to the overall success of the center.

Other Duties

- **Manage Fiscal Transactions:** Execute a variety of fiscal transactions, including personnel action forms (PAFs), purchase requisitions, and payment requests, ensuring accuracy and compliance.
- **Expense Tracking & Reconciliation:** Accurately track and reconcile all departmental expenses across various funding sources (Tax Levy, Non-Tax Levy, and Research Foundation). Ensure all coding and supporting documentation adhere to department and CUNY protocols.
- **Financial Reporting:** Prepare and maintain comprehensive monthly, quarterly, and annual expense reports. Prepare monthly bank reconciliations.
- **Procurement & Inventory:** Efficiently order supplies, utilize the CUNY Buy system, and manage departmental inventory.
- **Audit Support:** Compile crucial fiscal data for audits.
- **Fiscal Year & Grant Closeout:** Support key closeout tasks for fiscal years and grant periods, including preparing miscellaneous reports and managing encumbrances.
- **Timesheet Management (Backup):** Serve as a reliable backup for the timesheet approval and submission process.

- Interdepartmental Collaboration: Work closely with various college and interdepartmental offices to ensure timely and efficient operational processes.
- Operational Support: Support the day-to-day operations of the Center and perform other duties as assigned

If you are a highly organized, detail-oriented individual with a passion for operational excellence, we encourage you to apply for this exciting opportunity. Join our team and be a part of the continued growth and success of the Borough of Manhattan Community College, Center for Continuing Education.

Qualifications

- Bachelor's Degree required with three years of relevant experience
- Capacity to analyze operational data, detect trends, and recommend improvements
- Project management skills to coordinate activities and achieve desired outcomes in a timely manner
- Excellent organizational, time management, and problem-solving skills
- Strong attention to detail and ability to work with minimal supervision
- Strong customer service and communication skills to work with different internal and external clients
- Compliance knowledge to ensure operations adhere to regulations
- Proficient in Microsoft Office, including Microsoft Excel
- Adaptability and ability to improvise as needed

PREFERRED QUALIFICATIONS

- Degree in finance or accounting preferable
- Relevant experience or knowledge of workforce development and/or higher education