



Job Title	CESSRST Budget Manager
PVN ID	CC-2010-003732
Category	Administrative Services
Location	The CITY COLLEGE of NEW YORK
Department	NOAA CESSRST Center
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jun 30, 2021 (Or Until Filled)

General Description

Primary Purpose:

Reporting to the Center Director and the Associate Director for NOAA-Center for Earth System Sciences and Remote Sensing Technologies (CESSRST) at City College of New York, the CESSRST Budget Manager is responsible for the budget, coordination, disbursement, and financial administration of the Center and its partner institutions. In addition, the CESSRST Budget Manager will be responsible for the annual budget of the Center and provide financial assistance to the budget/administrative staff in the partnering institutions. This position will provide the following essential functions under minimal direction and will assume oversight of financial administrative staff and student budget as required by the NOAA Federal (Sponsoring) agency.

Essential Functions:

- Independently and/or in coordination with the Director and Associate Director, manage the financial operations of the Center and its consortium.
- Oversee program planning, budget administration, and execution for assigned program sub- awards and subcontractors.
- Proficient in Banner or other fiscal software use, with the ability to complete queries, budget reconciliation, transfers and budget reports as directed by the Center Director and the Associate Director, and assist in reconciliation and tracking of the budgets/grants and troubleshooting/resolving budget inquiries in a timely manner.
- Demonstrate excellent communication – oral and written skills.
- Implement a review, workflow system and evaluation process of assigned initiatives and make recommendations for new and improved efficiencies for financial administrative processes.
- Resolve routine and complex problems with minimal consultation; handle multiple assignments and prioritize in a constantly changing work environment.
- Use advanced skills in Outlook, Word, Excel, Banner, SharePoint and other such collaborative learning management systems, combined with experience in financial database management.
- Handle multiple project assignments and work effectively to meet deadlines and if needed communicate

the need for temporary additional resources to meet deadlines.

- Organize and schedule financial related meetings with CESSRST partnering institutions.
- Work with students' recruitment and admission team to develop and manage students' fiscal database, including stipends, travels, registration fees, clearance and other documentation, and exit interview and departure protocol.
- Develop, design, and manage Center financial systems by creating, tracking, storing and retrieving all student and programmatic records ensuring the security and privacy of all confidential records.
- Conduct analytical and logistical activities as assigned by the Center management, in support of the Center's annual financial planning and budget process.
- Working knowledge of federal grant management, policies, and procedures is strongly desired.

Other Duties

Qualifications

Minimum Qualifications:

- Bachelor's Degree. Master's degree in finance preferred.
- Minimum of 3 years of experience providing senior level administrative and professional program support, or equivalent combination of education, training and experience.
- Proficiency in the use of MS Office and Banner or another relevant program.
- Demonstrated expertise in oral and written communication skills.

Skills/Knowledge and Expertise:

- Professionalism and high-level interpersonal skills that demonstrate effective, clear and culturally sensitive communication.
- Experience with managing projects, timelines, and budgets.
- Must be able to multi-task, organize resources and establish priorities in a fast-paced, demanding environment.
- Advanced skills in MS Office suite are required as well as extensive experience using databases and internet research.
- Ability to adapt to emerging technology.
- Must assume responsibility and work effectively with minimum supervision.
- Must maintain strict confidentiality.