
Job Title	Assistant Director, Fiscal & HR Operations
PVN ID	GS-2506-006896
Category	Administrative Services
Location	The GRADUATE CENTER
Department	Fiscal
Status	Full Time
Annual Salary	\$75,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Aug 23, 2025 (Or Until Filled)

General Description

Bridges to Academic Success is a project of the Graduate Center, CUNY that provides educational services and advocates for newcomer multilingual students who enter U.S. schools with limited academic skills, including low levels of literacy and numeracy in their home languages. Bridges supports schools, teachers, and students by helping to accelerate language, literacy, and content area learning through special school programming, curricula, and professional development for educators. Our team supports teachers and students throughout New York State, in addition to many districts across the country.

Working closely with the grant's PI/Project Director and Fiscal Manager, the Asst Director of Fiscal and HR Operations coordinates the day-to-day fiscal and administrative tasks of grant-sponsored research.

Under the supervision of the PI/Project Director and in collaboration with the leadership team, the Asst. Director coordinates and manages a grant-funded research project at CUNY (GC) and is the key fiscal and HR liaison with our fiscal agent, the Research Foundation, CUNY. This person will manage the project's finances, accounting operations, HR tracking and financial reporting and compliance with the Research Foundation's regulations.

In addition to organizing multiple district and state budgets, they will provide financial insights to guide strategic decisions and ensure the project's financial health and compliance in coordination with the PI/Project Director.

To apply, please submit a resume and a cover letter summarizing your interest and qualifications for the position. If you have any questions, please email Aaron Pollard at aaron@bridges-sifeproject.com. Applications without a cover letter will not be considered.

Other Duties

Fiscal Leadership and Planning

- Managing accounting operations and day-to-day accounting tasks, such as processing financial transactions, maintaining records, and ensuring accurate financial reporting
- Maintain tracking systems for project expenditures and projected costs, advance funding, budget reallocations, and amendments; Update spending reports for review and analysis
- Prepare, submit, and track all grant-related payment requests (invoices, reimbursements, travel, honoraria, consultants, catering) with the support of fiscal personnel
- Develop and implement budgets for a variety of district and state contracts and prepare proposals in collaboration with team members
- Ensure adherence to laws, regulations, and internal control procedures to manage financial risks
- Provide administrative support to the Fiscal Manager, ensuring that purchases of equipment and supplies are compliant with stated policies and procedures assist in the planning of including reserving meeting space, confirming facilities and A/V setups, submitting catering orders, and publicizing event details as needed

Team Collaboration and Strategic Planning

- Develop strategic financial forecasts
- Supervise the work of the Fiscal Project Manager, providing guidance and direction, and fostering a culture of accountability
- Meet regularly with the Project Director and project leadership team to monitor expenditures and assess project needs

Human Resources/Personnel

- Participate in appropriate human resources and university fiscal agent trainings as needed
- Submit paperwork for staff onboarding, consultant agreements, faculty
- Update training documentation for internal staff on policy
- Train and communicate with staff on appropriate procedures throughout the year
- Develop and maintain a system for employee time and leave tracking
- Other duties as assigned

Qualifications

- Bachelor's Degree
- Experience working on a grant-funded project, grants administration, and fiscal management
- Experience creating and managing systems for grants and project budgets
- Strong project management skills, including the ability to delegate and manage time
- Familiarity with and ability to navigate procedural organization and compliance guidelines of a complex organization
- Ability to work and collaborate with diverse stakeholders across the project including the PI/Project Director, team members, and University and fiscal agent officials
- The ability to maintain the confidentiality of employee records
- The ability to adapt to changing circumstances and procedures as needed throughout a project timeline
- Detail-oriented, with a high level of organizational skills
- Intermediate experience and familiarity with MS Excel as well as experience in Word and other applications
- Familiarity and proficiency with Google workspace applications, including email, docs, sheets, filing, and

calendar

- Collaborative and interested in working on a small, mission-driven team