
Job Title	Budget Manager
PVN ID	HC-2408-006397
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	Silberman School of Social Work
Status	Full Time
Annual Salary	\$90,000.00 - \$100,000.00
Hour(s) a Week	35
Closing Date	Sep 13, 2024 (Or Until Filled)

General Description

The Administration for Children's Services' Office of Training and Workforce Development and City University of New York Hunter College Silberman School of Social Work partnered and launched the Institute for Leadership Development. The Institute for Leadership Development's mission is to strengthen the leaders working within public and private child welfare and juvenile justice agencies in New York City to promote the establishment of psychologically safe work environments that embrace equity, transparency, and innovation and strengthen the workforce. There are a variety of training programs housed within the Institute of Leadership Development. We are looking for individuals who share our passion for developing leaders working in the public sector to support them in meeting the needs of children, youth, families, and communities.

Reporting to the ACS Office of Training and Workforce Development's Chief Operating Officer, the Budget Manager will be devoted to monitoring the Office of Training and Workforce Development's overall budget, including ACS' Memorandum of Understanding (MOU) with the City University of New York (School of Professional Studies and the Hunter College Silberman School of Social Work) and the ACS and Provider Agency Scholarship Programs. The position will provide monthly reports on spending needs, trends, and planning, as well as budgetary support and coordination for the Office of Training and Workforce Development. The position will provide budgetary support to the Office of Training and Workforce Development leadership, ACS stakeholders, CUNY consultants, and stakeholders to assure fiscal responsibility and communication.

Other Duties

- Managing all budgetary activities being done on behalf of the Office of Training and Workforce Development in partnership with leadership and ACS Finance.
- Supporting the budgeting and spending of all resources toward the visioning, planning, realization, feedback, and buy-in activities of the department from work plan development through complete implementation of deliverables for the training community.

- Providing hands-on budgetary support to the Office of Training and Workforce Development leadership team.
- Overseeing the budgeting and spending of funds through the ACS MOU with CUNY, working directly with fiscal departments at ACS and CUNY.
- Overseeing the budgeting and spending of funds for the ACS and Provider Agency Scholarship Programs.
- Preparing monthly reports on OTPS and Personnel spending to date, including updating all agency-required spreadsheets.
- Liaising as the primary contact between ACS program divisions and CUNY to ensure ongoing oversight and management of consultant contracts.
- Managing the spending activities of the department's physical space needs and handling facility-related requests, including furniture, equipment, IT needs and any facility-related costs.
- Managing the Chief Operating Officer's P-Card, assuring compliance with all regulations and tracking records.
- Attending meetings with leadership in the Office of Training and Workforce Development, at ACS, and at CUNY as required and necessary to fulfill the financial needs and requirements of the department and to support the timely meeting of deliverables, as well as any additional meetings and trainings as indicated.
- Providing broader support to the Office of Training and Workforce Development as needed.

Qualifications

Bachelor's degree in Accounting, Finance or related field and 5+ years of professional accounting experience is required.

The candidate should also possess the ability to work on multiple projects effectively and efficiently, both independently and collaboratively within a team. Excellent budget tracking skills and fluid comfortability developing and working with Excel and on financial spreadsheets required. Experience with auditing a plus. Excellent oral and written communication skills, strong organizational skills and attention to detail as well as a commitment to a collegial workplace are preferred. The candidate should be adaptable and flexible to changing environments, as well as open to new ideas and feedback, and have an orientation towards participatory culture, racial equity, and being strengths-based.

Hours: 35 hours/week (daily schedule 9am-5pm) currently working hybrid schedule.

Applicants are asked to submit a cover letter that details how your qualifications match this position description along with a resume and contact information for three references.