

Job Title	Finance Administrator
PVN ID	HC-2501-006684
Category	Clerical/Office Services
Location	HUNTER COLLEGE
Department	Silberman School of social Work
Status	Part Time
Hourly Rate	\$36.00-\$36.93
Hour(s) a Week	16.00-18.00
Closing Date	Mar 29, 2025 (Or Until Filled)

General Description

The Learning & Development Projects of Silberman School of Social Work manages and administers various grants and contracts funded by various sources. We are seeking to fill the position of a part time Finance Administrator that will report, assist and work with the Director of Finance and Administration in implementing plans, logistics and achieving the goals and deliverables of the various grants and contracts.

Other Duties

The Finance Administrator in collaboration with the Director of Finance and Administration will process and approve timesheets, submit personnel action forms, process reimbursements, vendor payments, create and process independent contractor agreements and payments for services, create and process hotel contracts, and purchase orders. Research and resolve multiple and often complex assignments. Set priorities in a timely and efficient manner. Communicate and be a liaison with staff, funders and other key stakeholders.

Qualifications

The ideal candidate should have a high school degree or higher and at least 2 years of experience in a business or financial environment, knowledge of Accounting, and Microsoft Office suite to include Outlook, Excel and Word, in addition to Adobe creative suite, and the ability to learn and use other software and technology.

They must have good organizational skills, be highly organized and detailed minded, and have the ability to manage their time efficiently. Ability of researching locations for hotels, training sites, and coordinate with trainers, and staff about other needs to achieve the deliverables of the contracts. Develop spreadsheets and collect and analyze budgets and expenses reports, establish record keeping protocols and procedures and

ensure security of confidential information. Respond to requests and other inquiries from vendors, trainers, staff, and other key stakeholders. Perform other related tasks and duties as assigned.