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| Job Title | Operations Manager |
| PVN ID | JJ-1711-002206 |
| Category | Administrative Services |
| Location | JOHN JAY COLLEGE OF CRIMINAL JUSTICE |
| Department | Prisoner Reentry Institute |
| Status | Full Time |
| Annual Salary | \$45,000.00 - \$55,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Dec 19, 2017 (Or Until Filled) |

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Operations Manager to provide executive-level administrative and fiscal support its operations. PRI has a seven million dollar budget from sixteen funding source. The Operations Team supports the business associated with program delivery of thirty five staff. The Operations Manager will work closely with the Chief of Staff to ensure the best use of our resources and utilize good business practices. She or he must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven and community oriented. She or he must also have the ability to exercise good judgement in a variety of situations, with strong administrative and organizational skills, and the ability to maintain a balance among multiple priorities. The ideal candidate will have the ability to work collaboratively and independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

About the Prisoner Reentry Institute

The Prisoner Reentry Institute (PRI) is one of twelve institutes that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. PRI's diversified portfolio reflects an overall focus on understanding what it takes for people to live successfully in their communities after contact with the criminal justice system, and on increasing the effectiveness of the professionals and systems that work with them. These goals are pursued through several initiatives. PRI Educational Initiatives provide a college access program in six state prisons and community-based services to assist people in enrolling and succeeding in college post-release. This work is done alongside PRI Fellowship Initiatives, which provide opportunities for students to combine their academic learning with field placements and professional development opportunities. PRI is also the administrator of the NYC Justice Corps, which seeks to build beneficial relationships between communities and young people who are returning to the community after criminal justice involvement. We also undertake policy initiatives, focusing especially on housing options available to people after incarceration. To learn more about our work, please visit www.johnjaypri.org.

Other Duties

Job Responsibilities:

The Operations Manager must be self-motivated, professional, and capable of managing their work load and prioritizing tasks in a fast-paced environment. Under the supervision of the Chief of Staff, the Operations Manager is responsible for:

- Preparing quarterly budget to actual reports on projects for the Chief of Staff and Director of PRI
- In partnership with the Chief of Staff, developing a system of quarterly internal financial reporting for program directors and direct service staff
- Managing and executing quarterly internal budget auditing
- Preparing financial reports for various funding requests
- In partnership with the Operations Associate, tracking expenses in real time to monitor program budgets
- Assisting with processing invoices
- Assisting with the reconciliation of monthly purchase card reports and expense vouchers
- In partnership with the Chief of Staff, supporting transition to and management of fund account software
- Assisting with preparation and processing of vendor contracts
- Providing general administrative support to the Chief of Staff
- Overseeing the day-to-day management of two offices (maintaining supplies, coordinating work orders, office repairs, etc.)
- Supervising interns
- Managing special projects as assigned
- Other duties as assigned

Qualifications

We are seeking candidates who can operate in a fast-paced, growing environment and who can balance self-directive and collaborative instincts. A Bachelor's Degree in Business Administration or Public Administration with 3-5 years of related experience is desirable. Candidates must possess the following:

- Experience providing executive-level administrative support
- Experience with budgets, financial reporting and fund accounting
- A demonstrated commitment to building and maintaining strong working relationships with diverse stakeholders
- A proven ability to do detailed work in a fast-paced environment
- A proven ability to develop and manage effective tracking and monitoring systems
- Sensitivity to confidential information
- Excellent organizational skills and a demonstrated ability to resolve problems professionally and efficiently
- Strong working knowledge of Excel
- Willingness to learn as the position evolves
- Experience working in higher education is preferred but not required
- Experience working with the Research Foundation of CUNY is preferred but not required