

Job Title	Grants Finance Analyst
PVN ID	JJ-2404-006237
Category	Administrative Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Institute for Justice and Opportunity
Status	Full Time
Annual Salary	\$50,000.00 - \$57,000.00
Hour(s) a Week	35
Closing Date	Jun 11, 2024 (Or Until Filled)

General Description

The Institute for Justice and Opportunity at John Jay College of Criminal Justice is seeking a full-time Grants Finance Analyst to be responsible for fiscal administration.

The Grants Finance Analyst will work closely with the Director of Finance and Operations to manage day-to-day financial transactions and assist with financial reporting. They must enjoy working within a small, entrepreneurial environment that is mission-driven and community oriented. They must also have the ability to exercise good judgment 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 finance and/or accounting experience and must work collaboratively with colleagues and partners on all levels.

ABOUT THE INSTITUTE:

John Jay College Institute for Justice and Opportunity (The Institute) opens doors and eliminates barriers to success for people who have been involved in the criminal legal system as a champion of institutional, structural, and personal transformation. The Institute is one of twelve research entities that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. The Institute has a diverse portfolio of projects that focus on identifying what it takes for people to live successfully in the community after justice involvement and on increasing the effectiveness of the professionals and systems working with them. Recognizing the transformational power of education, the Institute focuses much of its work on increasing access to higher education for people with criminal histories. The Institute's comprehensive and strategic approach includes direct service, research, and technical assistance. To learn more please visit our website: <https://justiceandopportunity.org/>

Other Duties

- Monitor and track spending across all grants for the organization.

- Oversee maintenance of internal spending tracking systems.
- Process invoices using a electronic software.
- Oversee reconciliation and issuances of purchase cards.
- Create and distribute monthly reporting of expenditures.
- Participate in internal auditing of all grants.
- Assist with the preparation of cost transfers.
- Assist with the preparation of financial reports on a quarterly and annual basis for all grants.
- Work with the Director of Finance and Operations to set up processes to efficiently and effectively improve the infrastructure.
- Train staff on financial process and procedures.
- Manage electronic and paper filing systems.
- Perform other duties as assigned.

Qualifications

The Institute, a non-profit, is seeking a business-savvy professional who is comfortable with financial tasks, who can multi-task in a fast-paced, growing environment, and who can balance self-directive and collaborative instincts. Candidates must have: Bachelor's Degree in Business Administration, Business Administration, Accounting or Finance or a related field with a minimum of 2 years experience in administration with an emphasis on finance.

Other qualifications include:

- Excellent communications skills
- Experience preparing financial reports for various audiences (e.g., program staff, director, funders, etc.)
- Proven ability to analyze financial circumstances and provide financial recommendations to leadership
- Ability to multi-task in a fast-paced organization
- Ability to organize and track multiple grants efficiently
- Ability to interact cooperatively with colleagues and partners at all levels
- Proficiency in MS Suite, including Outlook and Excel.
- Experience working in higher education or non-profit is preferred but not required
- Experience working with the Research Foundation of CUNY is a plus

PLEASE SUBMIT RESUME AND COVER LETTER