

Job Title	Finance and Operations Associate
PVN ID	JJ-2510-007086
Category	Administrative Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	National Network for Safe Communities
Status	Full Time
Annual Salary	\$59,000.00 - \$77,000.00
Hour(s) a Week	35
Closing Date	Dec 29, 2025 (Or Until Filled)

General Description

The National Network for Safe Communities (NNSC) at John Center College of Criminal Justice is a center that supports cities in the US and around the world in implementing evidence-based approaches to violence prevention. For over two decades, NNSC has worked to improve public safety, minimize arrest and incarceration, enhance police legitimacy, and strengthen relationships between law enforcement and the communities it serves. We believe that great ideas and practices come from a mix of minds, backgrounds and experiences.

The Finance & Operations Associate will support the organization's financial and administrative functions, including: accounts payable, accounts receivable, budget and grant management, travel, and operations.

Finance

Financial Processes

- Follow applicable internal controls to ensure compliance rules and regulations of NNSC's fiscal agent The Research Foundation of CUNY (RFCUNY) and sponsors policies including foundations and federal, state, and local jurisdictions
- Record all finance-related activity in NNSC financial management system, ensuring that all transactions are allocated to the proper project and coded appropriately
- Acquire, record, and maintain backup documentation for financial transactions
- Monitor and correct any errors in a timely fashion
- Assist in grant/contract administration including the accurate and timely preparation of grant budgets, reports and reimbursement requests for grant awards
- Report any possible instances of fraud to the Office of Advancement of Research at John Jay College
- Work closely with RFCUNY on all parts of the finance system including: liaising RFCUNY project administrators and utilizing RFCUNY's Workday system

Accounts Payable

- Record payables in the accounting system, request any needed documentation or contracts, obtain any needed approvals, and answer any payable inquiries, in a timely manner
- Perform regular reconciliations of p-card purchases and procurement
- Reconcile purchases for multiple accounts ensuring adherence to account rules and regulations for all accounts including federal accounts
- Track payables to university including forward funding and guarantees

Payroll

- Manage all data processing for bi-Weekly payroll including creating, tracking and reconciling payroll appointments
- Follow up with RFCUNY on any errors
- Assist with any off-cycle payroll including leave payouts

Accounts Receivable

- Manage all data processing for contracts including entering into NNSC's and RFCUNY's systems and tracking all contract requirements
- Work with staff to help prepare contracts and reports for sponsors
- Assist with monthly reviews of contract deliverables with programmatic staff
- Prepare and submit invoices to sponsors and track payments
- Track and report individual donations

Travel Coordination

- Manage travel systems to oversee NNSC staff travel requests, approve/purchase travel, and track travel funding needs
- Work with travelers to meet travel needs while adhering to travel policies
- Submit Credit Card Authorization forms when needed

General Operations

- Facilitate office purchasing requests
- Support the Executive Director with logistics as needed
- Assist HR with staff onboarding/offboarding/hiring
- Support oversight of organizational Wiki

Other Duties

Other duties as assigned

Supervisory Responsibilities:

No supervisory responsibilities

Reports To: Managing Director (a CPA licensed in NYS)

Classification: Exempt

Qualifications

- Commitment to reducing violence, building trust, and transforming public safety
- Three years of bookkeeping/financial management experience including accounts payable, accounts receivable, payroll, reporting, data management, reconciling and maintenance of various supporting schedules
- Knowledge of the generally accepted accounting principles, GASB, FASB, CUNY and State of New York Financial and auditing principles and practices as well as the state and federal laws, rules, regulations, policies, and procedures related to accounting and financial reporting
- Experience with accounting platforms/software such as Workday
- Knowledge of RFCUNY, university, hospital and/or governmental accounting, financing, auditing and expenditure control systems and procedures, preferred
- Experience managing and implementing complex projects effectively and efficiently, developing and maintaining systems, both independently and collaboratively with a team
- Significant experience with Microsoft Excel and Google Sheets and proficiency in Microsoft Office Suite, ZOOM, and Slack. Comfortable with technology and learning new programs/systems
- Ability to keep accurate records and maintain appropriate documentation
- Detail-oriented self-started with strong organizational skills and the ability to multi-task to meet organizational goals
- High level of integrity and ability to exercise sound judgment in analyzing facts and arriving at conclusions and ability to handle confidential information with discretion
- Strong verbal and written communication skills; including confidence, tact and nuance, critical for correspondence with senior political and law enforcement personnel
- Comfortable with asking clarifying questions, as needed

Education Requirement

- Possess a Bachelor's degree in Finance, Business Management, Business Administration Accounting or directly related field or related disciplines appropriate to the position
- Or, possess a combination of education and experience that provide you with the knowledge equivalent to a major in one of the above fields
- Or, possess 7 years of appropriate experience that demonstrates acquired knowledge or equivalent to a major in one of the above fields