

Job Title	Budget Analyst
PVN ID	LA-1811-002794
Category	Administrative Services
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Annual Salary	\$47,000.00 - \$58,500.00
Hour(s) a Week	35
Closing Date	Oct 25, 2019 (Or Until Filled)

General Description

This position reports to the Higher Education Officer assigned within the Workforce Education Center (WEC); implementing programmatic fiscal planning, procurement and budgetary reconciliation protocols; adhering to The City University of New York Research Foundation (RF CUNY) governance, oversight and accountability policy and procedures in the management of all sponsored program revenue.

Under the guidance and supervisory oversight of the Division of Adult & Continuing Education's Finance and Grants office, devises timelines and priorities ensuring that programmatic expenditures adhere to regulatory and sponsorship funding line item allowances; liaising with contract sponsors and RF CUNY on specific matters related to the area of responsibility.

In consultation with ACE Fiscal and Grants Office, confers with the Higher Education Officer and Workforce Director/Primary Investigator regarding daily procedures for managing all fiscal related matters; implementing seamless structures of accountability across all WEC revenue streams.

Working closely with ACE Fiscal and Grants Office for continual review and approval of all sponsored program budgets and expenditures; systematizing the allocation of line itemed resources, monitoring and tracking all account receivable and payable activity.

Responsibilities:

- Collects and analyzes quantitative and qualitative information of varying complexity;
- Under the guidance and oversight of ACE Fiscal, develops and maintains dashboard and/or spreadsheets; reviewing, revising and tracking activity across all project areas.
- Works closely with others in administrative and program units to prepare, publish and distribute comprehensive fiscal reports appropriate for Workforce Education Center's (WEC) decision making;
- Establishes record keeping protocols and procedures to insure the security of computer and confidential files;
- In consultation with ACE Fiscal and Grants Offices, prepares and submits Personnel Action Forms to the Principle Investigator (PI) for programmatic approval; seeking final encumbrance authorization from ACE

Fiscal.

- In consultation with Grants Office, prepares and submit payment requests in the Research Foundation System for approval by the PI;
- In consultation with the Grants Office, prepares forward funding request for approval by the ACE Finance office;
- In consultation with the Grants Office, requests line item guarantees for ACE Finance approval;
- Responds to requests and inquiries in a timely and thorough manner;
- In consultation with ACE Fiscal, assists in the onboarding of programmatic staff responsible for daily implementation of sponsored program deliverable; maintaining adherence to CUNY RF governance, oversight and accountability policy and procedures.
- Oversees time and leave and complies with performance management policies;
- Supervises support staff responsible for maintaining activity logs, project record keeping and requisitions.
- In conjunction with ACE Fiscal and Grants Offices, provides real time reporting to the assigned Higher Education Officer and WEC Director/Primary Investigator with regard to all fiscal activity within the area.
- Reviews processed state and city funding applications;
- Provides technical assistance regarding state and local fiscal guidelines;
- Under the guidance of ACE Fiscal and Grants Office, reviews and modifies program budgets in keeping with sponsorship approvals and RF CUNY allowances.
- Directs the acquisition, distribution and inventory of all equipment, furniture and supplies purchased for offices and programs;
- Under the guidance and approval of ACE Fiscal, insures the accurate and proper processing of all purchase requests;
- Maintenance of inventories, payment of invoices, and reconciliation of unpaid invoices;
- Prepares billings and handles vendor inquiries;
- Under the guidance of ACE Fiscal oversees ledgers and reconciliations;

Other Duties

- Participates in professional development activities;
- Provides professional and technical support to project staff;
- Ability to work effectively with staff, associates, internal and external constituents;
- Represents WEC at meetings with the Department of Youth and Community Development

Qualifications

- Prior fiscal expertise with multiple streams of funding and related educational acumen
- Substantial knowledge of public sector or non-profit funding policies, budgetary structures and procurement procedures;
- Must be proficient in creating an efficient budget that requires careful analysis of each budget item.
- Ability to develop and manage effective tracking and monitoring systems;

- Must be able to process a variety of information, evaluate costs and benefits, and solve complex problems.
- Knowledge of major office computer and spreadsheet software related to field of work;
- Ability to work effectively with staff, associates, internal and external constituents;
- Ability to communicate effectively with diverse constituencies; ability to explain complex concepts to professional college staff, college officials, RF administrators, and other staff in non-business areas; ability to listen and respond to the concerns/ideas of others;
- Ability to apply creative and state-of-the-art solutions to assignments;
- Ability to respond calmly to complex and urgent issues;
- Ability to organize and administer complex systems;
- Ability to observe and manage details; and ability to manage multiple priorities;
- Ability to work independently and as a team member;
- Must have strong communication skills
- Must be able to present technical information in writing that is understandable for the intended audience.
- A Bachelor's Degree in a related field from an accredited institution and three to five (3 -5) years related administrative, progressively responsible experience, of which at least one (1) year entailed working with state or local government processes for budgeting, expenditures, human resources, grants management, and/or procurement, preferably in a social service or non-profit organization.
- Possess one (1) year of experience supervising the work of others in a related area.
- Experience working with Research Foundation of CUNY or SUNY is a plus.