

Job Title	Athletics Budget Coordinator
PVN ID	QC-1707-001943
Category	Research
Location	QUEENS COLLEGE
Department	Athletics and Recreation
Status	Full Time
Annual Salary	\$35,000.00 - \$40,000.00
Hour(s) a Week	35
Closing Date	Jan 08, 2018 (Or Until Filled)

General Description

Queens College is seeking an Athletics Budget Coordinator. This is an entry level full-time benefit position reporting to the Associate Athletics Director for Finance and Administration.

Other Duties

This position is responsible for managing, coordinating, and participating in the development of the department's annual budget. The Athletics Budget Coordinator will also be involved in analyzing revenue and expenditure variances relative to the adopted budget and preparing monthly management reports, implementing, monitoring, and evaluating budget policies and procedures, utilizing Financial Edge Accounting software to prepare Accounts Payable invoices and submitting payment requests to the Accounting office.

The Queens College department of athletics offers varsity, intramural and recreational athletics opportunities to members of its campus community. The college sponsors 19 varsity sports at the NCAA Division II level, with the Knights competing predominantly in the East Coast Conference. Queens College's department of athletics encourages all student-athletes to complete a meaningful academic degree program, participate fully in the college community and prepare for life after college athletics. For more information on athletics, please visit www.queensknights.com.

Located on a beautiful, 77-acre campus in Flushing, Queens College of the City University of New York enjoys a national reputation for its liberal arts and sciences and pre-professional programs. Each year Queens College has been cited by The Princeton Review as one of the nation's 100 "Best Value" colleges, thanks to its outstanding academics, generous financial aid packages, and relatively low costs. In addition, U.S. News & World Report *America's Best Colleges* (2011) ranks QC among the top 10 public universities in its category "Best Universities—Master's (North)." The college opened its first residence hall in August 2009. More information on Queens College can be found at www.qc.cuny.edu.

Queens College is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.

Qualifications

Qualified applicants must have a minimum of a Bachelor's Degree (Master's Degree Preferred) in Public Administration, Business, Finance or a related field with a minimum of 2 years' experience working in accounting, finance, payroll or a related area. Those with educational, athletics or non-for-profit experience is a plus. Applicants with City University of New York or Financial Edge Accounting software experience will be given priority consideration.

Application deadline: Applications are currently being accepted and interviews will begin immediately. Submit résumé and references on <http://www.rfcuny.org> .