

Job Title	Fiscal Coordinator, K-16 Initiatives
PVN ID	VA-1808-002674
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K-16 Initiatives
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 15, 2018 (Or Until Filled)

General Description

CUNY K-16 Initiatives encompass multiple programs with a common purpose, to increase NYC public school students' college access and success, facilitating their transition to post-secondary education and careers. The Fiscal Coordinator position supports the staff and programs of K-16 Initiatives, working primarily with the Creative Arts Team (CAT), an arts-in-education division of CUNY. This position reports to the Executive Director of the Creative Arts Team and the Director of Budget and Administration for K-16 Initiatives. The Fiscal Coordinator's work location will be primarily at CAT's office on West 31st Street in Manhattan, but will also involve approximately one day per week at the K-16 offices at 16 Court Street in Brooklyn.

The Fiscal Coordinator's job duties and responsibilities include:

Account and budget oversight

- Maintain systems and procedures to track and manage CAT's funding sources, which include government contracts, marketed services, foundation grants and private support
- Participate in development of program budgets and ensure expenses are within budget forecasts
- Provide budgetary information needed for requests and reports to funders; maintain systems to access information requested by funders
- Prepare regular internal reports for each of CAT's programs, with details of receipts and expenses
- Monitor and report on CAT's portfolio of accounts, providing Executive Director and Director of Budget with regular updates on program-level expenditures and receipts
- Manage accounts receivable to ensure collection of payments due from government contracts, grant funders and CBO's, including preparing invoices and payment reminders

Human Resources

- Support CAT program directors and managers to ensure efficiency of hiring processes for new staff, including pre-employment paperwork and on-boarding appointments with the budget office
- Oversee personnel records and maintain employee files with job descriptions, start and end dates, salary schedules, annual leave accruals and payouts
- Maintain comprehensive knowledge of CUNY employment policies and procedures
- Support staff compliance with HR policies and payroll procedures; respond to all staff and management requests for information about payroll, benefits and leave
- Manage timesheet processing, including collecting and verifying timesheets, coordinating payroll processing with the budget office, troubleshooting payroll issues and confirming payroll account balances
- Communicate with budget office about employee status (hiring, appointment terms, pay increases, termination and leave payouts)

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Procurement and payables

- Request proposals and quotes from vendors; submit invoices and supporting documentation to budget office for payment
- Maintain positive relationships with vendors and consultants, handling all communications with external partners and budget office
- Assist with development of consultant contracts, purchase orders and orders
- Maintain inventory and records of orders and payments, by program area and account
- Establish efficient policies and procedures to assist staff in ordering materials, meetings and trainings, reimbursements and consulting contracts

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Liaison between CAT program staff and budget office

- Participate in development of administrative policies and documentation
- Assist staff in adhering to policies and accessing required documents
- Process and track requests for purchases of materials and services, following purchasing guidelines appropriate for the funding source

Other Duties

- Assist CAT's Executive Director and the Director of Finance and Administration in maintaining complete records of grants and contracts
- Proactively recommend improvements to budget and finance systems
- Perform operations, administrative, and other work as needed to support CAT and K-16 Initiatives
- Participate in training and supervision of work study students in budgetary support roles.

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Qualifications

- A bachelor degree and 5+ years' work experience (accounting degree is not required, but must understand basic accounting concepts).
- Previous experience in the role of an administrative generalist is helpful.
- Able to work independently and collaboratively with CAT staff, K-16 Budget and Administration team, and CUNY administrative offices.
- Must be able to maintain confidentiality around budget and human resources information.
- Ready to proactively solve problems and work with minimal supervision.
- Detail oriented, with strong organization skills and an ability to set and meet deadlines
- Excellent interpersonal, verbal and writing skills
- Familiarity with Microsoft Office, in particular Word and Excel

Apply through the RFCUNY website. Please submit both a cover letter and a resume.