Job Title: Budget/Financial Manager – Center for Global Engagement

Job ID: 17815

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate’s, bachelor’s, master’s and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI’s internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

The Budget/Financial Manager is an integral member of the staff at the Center for Global Engagement at the College of Staten Island/CUNY. The Center is a comprehensive international education office at the College and encompasses International Student and Scholar Services; Study Abroad; the English Language Institute; and is responsible for overall campus internationalization. Reporting to the Director for the Center for Global Engagement, the Financial Manager is responsible for the overall fiscal management of the Center including sponsored study abroad programs in 14 countries, inbound English Language programs, short-term visitors, etc. In addition to the CUNY Title Overview, the Financial Manager additional duties include but not limited to:

- Creates appropriate legal and financial policies to comply with home and host country contexts. Monitors financial issues in relevant countries.
- Employ strategies to minimize increased institutional and administrative costs of education abroad to the home school.
- Assists in the development and supports changes of Institutional policies and legal requirements regarding confidentiality of communications, documents, and records.
- Coordinates with financial aid office regarding financial aid and/or scholarships for students.
- Manages scholarship and financial aid processes as appropriate.
- In collaboration with the Financial Aid Director, develops financial aid policies and procedures for participants.

QUALIFICATIONS

Bachelor's Degree and six years' related experience required.

Preferred qualifications include:
- Experience in an international education office or international setting.
- Knowledge of International financial markets (including exchange rate) and transactions preferred.
- Overseas study, work, or volunteer experience is desired.
- Ability to travel

CUNY TITLE OVERVIEW
Manages the budget function of a College or major program under the direction of a senior administrator.

- Prepares guidelines, funding formulas, and models for the annual budget
- Supports strategic planning activities; assesses outcomes and makes recommendations regarding resource allocations.
- Monitors and analyzes budget expenditures
- Assists in developing budgeting policies and procedures, and interprets University-wide policy
- May hire, supervise, and train budget and/or clerical staff.
- Performs related duties as assigned.

Job Title Name: Finance Budget Manager

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

December 17, 2017

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AE/Vet/Disability Employer.