Job Title: Director of Budget, Finance and Administration

Job ID: 25232

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a senior college of the City University of New York (CUNY) system. Situated on a beautiful, park-like, 204-acre campus, CSI offers a broad range of academic programs in the liberal arts and sciences and several professional areas through two academic divisions and three academic schools. With an enrollment of over 10,000, the college awards associate’s, bachelor’s, master’s, doctoral degrees as well as professional certifications through continuing education. CSI’s internationally recognized faculty passionately engage in scholarly and artistic activities, and together with strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. CSI is committed to educational excellence opportunity, instilling in students an enduring love of learning and respect for diversity and inclusion. Our 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.

CSI has an established role as Staten Island’s anchor institution, serving as the borough’s intellectual, cultural, and economic center in alignment with the college’s “Borough Stewardship” priority of its Strategic Plan. One of the primary goals of the college’s Division of Economic Development, Continuing Studies, and Government Relations is to advance this priority by positioning the college as a trusted community leader, partner, and valued resource, and promoting civic prosperity through the realization of individual, community, regional, and global economic and social potential.

Reporting to the Executive Director for Economic Development, Continuing Studies, and Government Relations, the Director of Budget, Finance, and Administration will manage the Division’s Finances, Human Resources, Data Operations, and other Logistics to ensure smooth and efficient operations. The Director of Budget, Finance, and Administration, will perform the following duties and responsibilities:

- Assists the administration, management, and supervision of major Economic Development support services and operations, including Auxiliary Services Enterprises (dining, the campus bookstore, parking, Dolphin Card Services, student residential housing), Adult and Continuing Education, Workforce Development and Professional Programs, the CSI Tech Incubator, the Office of Community Educational Engagement, the Office of Community Sustainable Planning, the Small Business Development Center, and the Office of Government Relations.
- Leads the development and management of Economic Development’s policies and procedures in relation to fiscal, HR, Data, and operational matters in compliance with city, state, and private guidelines.
- Manages the Division’s $20M Portfolio;
- Oversees Human Resources for the Division’s 200-300 annual employees including FT & PT staff, instructors, seasonal and temporary hires;
- Oversees the Data Collection, Management, and Reporting of 2,500 students, directly served by the Division annually.
- Supervises a dedicated team of employees in the office of Budget, Finance, and Administration.
• Seeks grant and investment opportunities as well as manages and assists with development and execution of Contracts, MOU’s, ICA’s, RFP’s and fund other raising initiatives.

• Serves as liaison for all Economic Development private and public grants (including Perkins IV), contracts, and donations, as well as CUNY funded Economic Development programs.

• Leads the development and management of budgets on a self-sustaining financial basis. Identifies, analyzes and communicates variances to stakeholders; Identifies areas where there are cost savings and revenue generating opportunities.

• Serves as an effective liaison between Economic Development and other college offices and departments through partnerships and collaborations to ensure the highest levels of customer service for diverse constituents in which quality and price are appropriately balanced.

• Directs vendor relations management, including developing/negotiating contract terms and key performance indicators, and monitoring contract/vendor performance and delivery.

• Assists with collective bargaining agreements for unionized employees and implements terms and conditions of employment for all employees. Maintains confidentiality of sensitive and privileged information.

• Directs the preparation and maintenance of a variety of narrative, financial, and statistical records, files and prepares reports related to Economic Development’s programs, budgets, compliance, services, funds, financial activities, and personnel.

• Ensures compliance with federal, state, local laws and tax codes that impact college operations.

QUALIFICATIONS

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

Preferred qualifications include:

• Master’s Degree in related field preferred.
• Experience in a diverse, public educational setting or a demonstrated understanding of the culture and operations of public higher education settings.
• Experience in operating or managing a related, large, and complex business enterprises.
• Proven work experience as a finance administrator or similar
• Practical experience with accounting software (such as QuickBooks), spreadsheets (such as MS Excel), and databases (such as MS Access)
• Able to quickly learn and adapt to new software and processes solid understanding of bookkeeping procedures including crediting and debiting appropriate accounts, posting entries to ledger accounts, and reconciling accounts
• Effective written and verbal communication skills
• High level of critical thinking and logical analysis
• Good organizational and time management skills
• Able to work well under pressure and meet all deadlines
• Always keeps the highest standards of compliance and confidentiality

CUNY TITLE OVERVIEW

Directs the budgeting function of a College or major program as well as related accounting operations.

- Formulates, prepares and oversees financial plans and budgeting processes
- Manages all financial reporting and compliance activities, including preparation of financial statements, statistical reports, and funding determinations
- Liaisons with internal and external financial auditors as well as various College, University and governmental representatives
- Oversees analytical reporting and provides strategic financial guidance to support decisions regarding resource allocations and operational planning
- Manages professional staff responsible for budget projections, allocations and transactions
- Performs related duties as assigned.

Job Title Name: Finance Budget Director

CUNY TITLE
Higher Education Officer

FLSA
Exempt

COMPENSATION AND BENEFITS

$119,995 - $129,310

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.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.

CLOSING DATE
December 28, 2022

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/AA/Vet/Disability Employer.