Job Title: Finance Procurement Specialist

Job ID: 27084

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 10,000 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.

Reporting directly to the Director of Procurement, the Finance Procurement Specialist duties will include but are not limited to:

- Conduct thorough sourcing research to identify appropriate vendors, new or existing, from both external sources and CUNY database to fulfill college specified requirements for goods and services. Apply all City University and State of New York regulations and policies regarding utilization of minority and women-owned businesses, proprietary vendors, and other government contracts or new sources in your research.
- Coordinate with new vendors and CUNY’s Vendor Management Unit to register new vendors in the State and CUNY procurement and payment systems.
- Under the direction of the Procurement Director, execute purchases on behalf of the College from a variety of funding sources in accordance with vendor research and procurement methods as required by University and State of New York policies and regulations.
- Prepare and issue solicitation documents and procurement memoranda related to a variety of procurement methods, including: Request for Quotation (RFQ); Requests for Proposals (RFP), Requests for Information (RFI) and Invitation to Bid (ITB) as well as sole and single source documentation, all in accordance with State of New York and University policies and regulations. Conduct vendor and bidder conferences and discussions with vendors and bidders as required by these procurement methods.
- Negotiate with vendors based on a variety of factors, including legal terms, prices, as well as product and service specifications; prepare documentation for the CUNY Legal and the NY State review
- Master and train staff as well as College personnel in various roles of the CUNYfirst Procurement System.
- Represent the Purchasing Director and University on committees as needed
- Handle special assignments per Purchasing Director’s request.
QUALIFICATIONS

Bachelor’s degree and four years’ related experience required.

Preferred qualifications include:

- Bachelor’s Degree in Business, Economics, Accounting, Finance or closely related field
- Two or more years’ experience with the CUNYfirst procurement system, the NY State procurement system, or another enterprise procurement system in a large government or tax-funded organization
- Familiarity with applicable CUNY, City of New York, and/or State of New York procurement regulations and policies including familiarity with DCAS, OGS, and GSA contracts.
- Relevant vendor contract negotiation experience in a large government or tax-funded organization.
- Proficiency with Microsoft Office suite, particularly Excel, Word, and Outlook; strong organizational skills
- Detail oriented and accurate with strong quantitative, financial and critical thinking skills
- Excellent oral and written communication skills with a demonstrated ability to draft solicitation documents and procurement record memoranda

CUNY TITLE OVERVIEW

Coordinates matters related to procurement under management direction.

- Maintains accounts, budgets, contracts, agreements, and documentation related to the procurement process
- Analyzes procurement practices, procedures, and responsibilities, developing process documentation and identifying potential improvements
- Maintains College and University systems that manage and track procurement activities
- Assumes responsibility for selected procurement projects
- Performs related duties as assigned.

CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

$62,411 - $75,465

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.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

CLOSING DATE

July 28, 2023

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.