Job Title: Finance Budget Specialist

Job ID: 28494

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 to the Budget Director, the Budget Specialist will assist with budget planning, providing reporting and analysis on financial activities, forecasting, and operational support to the Department. The Budget Specialist will collaborate closely with colleagues throughout the institution to gain comprehensive insight into their business processes and reporting requirements. Additionally, the Budget Specialist will craft reports and dynamic dashboards for disseminating data-driven insights to campus stakeholders.

The Budget Specialist's duties include not only the CUNY Title Overview, but are not limited to:

* Assists in the development of the annual budget process and multi-year financial plan in support of the College's Strategic vision.
* Prepares and disseminates monthly, quarterly, and year-to-date financial reports, as required; assists the monthly, mid-year and fiscal year-end close and reconciliation processes.
* Acts as a liaison between the College's Budget Office and Division Staff in compliance with mandated policies and procedures related to fiscal and budget matters.
* Supports and monitors the current year budget, oversees forecast versus actual spending variance analysis, and reconciles monthly expenses. Analyze financial performance compared to college approved budgets.
* Play a significant role in year-end closing process to include coordination with Purchasing and Accounts Payable.
* Prepare and track invoices to reimburse the College for Tax-Levy utilized resources.
* Oversee utilization and reporting of fees collected for self-supported programs.
* Supports the timely reconciliation of various University systems to ensure accuracy and reliability of financial data.
* Participates in special projects and other duties, as assigned.

QUALIFICATIONS

Bachelor's Degree and four years' related experience required
Preferred qualifications include:

- Minimum of two years experience in financial planning, budgeting, and/or analysis;
- MBA or other advanced degree in business discipline;
- Minimum of one year experience in Higher Education;
- Exceptional knowledge of MS Office products, specifically excel;
- Excellent organizational and analytical skills;
- Ability to manage multiple projects and assignments with competing deadlines;
- Strong communication and writing skills.

CUNY TITLE OVERVIEW

Coordinates budget matters for a program or department under management direction.

- Plans and develops annual budgets under direction; administers allocation and reconciliation of funds
- Prepares budget analyses and produces forecasting projections
- Analyzes spending, income trends and usage to recommend improvements
- Ensures that final, approved budget is adhered to by tracking revenues and expenses; processes budget transfers and adjustments
- Provides fiscal reports and financial statements to management
- Supports supervisor with budget administration to meet department goals and objectives
- May supervise subordinate staff
- Performs related duties as assigned.

Job Title Name: Finance Budget Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

$62,411 - $72,667

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

June 19, 2024

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.