Job Title: Finance Budget Coordinator

Job ID: 28504

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.

Under direct supervision of the Finance Manager, the Budget Coordinator will be responsible for assisting with accurately maintaining, analyzing and reporting of the College’s tax levy spending. Specific duties include, but are not limited to:

- Oversee, report, and ensure Material Fees are appropriately distributed and utilized.
- Coordinate and monitor the funding disbursed through the CUNY allocations.
- Assist with allocations and expenditures for special initiative programs, including reporting.
- Prepare, review and analyze contract payments.
- Monitors and tracks the College reimbursement process.
- Assist with Non-Tax Levy payments, obtain signatures, and disburse payments.
- Serves as alternate CUNYFirst Application Security Liaison (ASL) for College’s Financial System.
- Process third party payments.
- Assist with monthly Divisional reporting.
- Assist and provide Financial system related training to College Community.
- Additional duties as assigned.

QUALIFICATIONS

Bachelor's Degree required.

Preferred qualifications include:

- Minimum of one year experience in financial planning, budgeting, and/or analysis;
- Minimum of one year experience with database applications with large data sets;
- Advanced knowledge of MS Office products, specifically excel;
- Experience with PeopleSoft/Oracle Applications or other ERP systems;
- Excellent oral and written communication skills.
- Ability to manage multiple projects and assignments with competing deadlines.
• Strong organizational skills with ability to manage workload assignments with conflicting priorities.

**CUNY TITLE OVERVIEW**

Administers program and unit budgets and related functions.

- Processes and maintains data in budget systems
- Prepares budgets, projections and financial reports
- Collects and reports fiscal information as required, and assists in analyzing financial information
- Coordinates with various departments on budget and accounting matters
- Monitors systems and operational issues to improve overall workflows
- Performs related duties as assigned.

**Job Title Name:** Finance Budget Coordinator

**CUNY TITLE**

Assistant to HEO

**FLSA**

Non-exempt

**COMPENSATION AND BENEFITS**

$44,411 - $54,268

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/](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.