Title of position: Operations and Finance Specialist – Center for Educational Partnerships

Department: Graduate School of Education

Description: The full-time Project Operations and Finance Specialist for the Center for Educational Partnerships (CEP) at Fordham University Graduate School of Education is responsible for the Center’s financial operations encompassing 6 major center initiatives as well as 6 related programs. He/She will work with the Associate Dean/Director involving financial and programmatic activities for all Center staff, consultants and partners.

Responsibilities:

- Oversees the daily operations of the Center for Educational Partnerships which serves more than 150,000 (k-12) students, 2,220 teachers, 150 administrators throughout NYC, Westchester and Long Island
- Works with Center staff with proposal preparation
- Assists the Associate Dean/Director with professional development activities, Independent Contractor Service agreements, processing of school work orders and purchase orders, preparing proposals and vendor bids
- Prepares invoices and billing for all vendor contracts and quarterly MWBE (Minority Women Business Enterprises) for NYSED contracts
- Maintain fiscal records
- Assists Center staff with all events planning
- Assists Center staff with outreach activities
- Tracks day-to-day budget operations for the Center for Educational Partnerships’ programs.
- Creates charts and templates to track and update information
- Prepares check requests, budget forms, annual fiscal summaries and communiqués
- Prepares all audit materials for external auditors
- Prepares long term budget projections

Qualifications:

Required:

- Bachelors Degree in accounting or related quantitative field, Master’s preferred
- Minimum 3 years relevant experience, including budget experience
- Strong interpersonal skills
- Skilled in budget administration and management

Preferred:

- Administrative experience in school-based, district-wide, and/or region-wide programs
- Experience developing analytic tools to keep track of budget expenditures
- Experience with compliance regulations for New York City and New York State funded programs

Salary: Commensurate with experience

Start Date: ASAP

Send Cover Letter, CV and contact list of three references to: Dr. Anita Batisti (abatisti@fordham.edu). Please include name, title, email address & phone number for references. Only digital applications are permitted.

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