Job Vacancy Notice

**Job Title:** CUNY Law School Finance Procurement Specialist  
**Job ID:** 17866  
**Location:** CUNY School of Law  
**Regular/Temporary:** Regular

**POSITION DETAILS**

Reporting to the Procurement Manager, the successful candidate will support Law School contracts and capital project administration for the procurement department, working as necessary with end users, Law School Accounting, the State and City Comptroller’s Offices, and CUNY University Management.

The Procurement Specialist shall work with the senior management team, the accounts payable and end user departments to document, and enhance the end-to-end pay to procure process. The candidate will work in both a team and independent environment identifying opportunities to streamline workflow and improve efficiency. The candidate will also participate in other procurement projects as assigned by management or required by the Law School end users.

The Procurement Specialist will work with end users to resolve any problems in the process to ensure that all purchase requisitions are processed in timely manner.

The Procurement Specialist shall work on the development of a purchase requisition tracking system and scorecard; prepare reports as necessary; help end users with inquiries related to Purchase Order status; oversee Purchase Order electronic archive so that all Purchase Orders are accessible to the Offices of Purchasing, Accounts Payable, and Budget; act as liaison between prospective vendors, procurement staff, end users, campus community, and CUNY Vendor Management Unit.

The Procurement Specialist shall provide training for faculty, staff and all end users in CUNYfirst and the New York State Financial System, particularly in regard to procurement processes; collaborate with the Offices of Accounts Payable and Budget and Finance Support Services so that processes and procedures are communicated effectively; recommend and implement process improvements; and develop bid specifications.

Position may require evening and weekend duties.

**QUALIFICATIONS**

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

Bachelor’s degree in Accounting, Business Administration, Finance or closely related field, experience working with CUNYfirst (People Soft) and government and/or higher education procurement experience required.

Preferred Qualifications:

- CUNY experience preferred.
- Knowledge of CUNY and State of New York accounting and auditing principles;
- Proficiency in Microsoft Excel, Word, and Access;
- Knowledge of CUNY and NYS Purchasing regulations;
- Experience with interpreting and applying CUNY and NYS regulations, policies and procedures;
- Knowledge of computerized systems such as CUNYfirst and State Financial System;
- Excellent team building, decision-making, and organizational skills as well as the ability to work independently;
- Strong analytical, managerial, and technical skills; and
- Superior interpersonal, verbal and written communication skills.

**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**
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, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select “Apply Now” and provide the requested information.

**CLOSING DATE**
Accepting resumes through December 26, 2017

**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.