

HR and Budget Coordinator, College of Engineering and Applied Sciences

Required Qualifications: (foreign equivalent or higher)

Bachelor's Degree (foreign equivalent or higher). Three (3) years of administrative experience. Knowledge of HR policies, procedures, and/or best practices. Experience with budget management. Advanced experience working with word, spreadsheet management, and internet applications, e.g., Microsoft Word, Excel, PowerPoint, Adobe, and Google Apps.

Preferred Qualifications:

Experience using Talent Acquisition Management software. Experience with financial databases and/or reporting. Experience working with SUNY or SUNY Stony Brook administrative environment. Experience with one or more of the following systems: PeopleSoft, Oracle, SUNYBI, SBU reporting, RF Business applications and/or CBM (Campus Budget Module).

Brief Description of Duties:

The position is primarily responsible for the coordination of HR and budgetary functions for the College of Engineering and Applied Sciences (CEAS). The HR duties include coordinating and organizing all employment transactions, maintaining electronic filing systems, managing hiring requests, coordinating faculty reappointments and promotions, managing performance evaluations, creating organizational charts, and managing the CEAS main inbox. The budgetary duties include navigating financial databases to produce various reports, analyzing data for accuracy, processing allocation and journal transfer requests, reviewing adjunct appointments, and managing the Position Compensation Request (PCR) process. The position also involves maintaining and reconciling all funds schedules and subsidiary spreadsheets. The HR/Budget Coordinator plays a critical role in ensuring that the College is in compliance from an HR/Budget perspective. This position reports directly to the Director of Finance and Management with a dotted line reporting to the HR Business Partner.

The ideal candidate should possess excellent communication abilities, both verbal and written. They should have prior experience of working independently and collaboratively as part of a team and should possess problem-solving skills. The candidate should have excellent organizational and time management skills, along with an exceptional eye for detail. They should also possess the ability to handle confidential, complex, and sensitive information related to personnel and budgetary transactions and data, and have the capability to exercise sound judgment.

Duties:

- Human Resources:
- Coordinates, tracks, and organizes all employment related transactions utilizing the appropriate system for new/existing appointments for all CEAS faculty, staff, adjuncts,

affiliated/joint/non-salaried appointments and volunteers, summer project aides and retirees.

- Create, implement and maintain an electronic filing system.
- Under the direction of the HR Business Partner, coordinates hiring requests via the Talent Management System (TMS) and Interfolio for faculty and staff positions. Coordinates the organization and completion of Faculty reappointments, tenure, and promotion files for review.
- Under the direction of the HR Business Partner, coordinates collection, preliminary review, and submission of Performance Evaluations and Programs (PE and PP), ensuring compliance deadlines.
- Creates and maintains CEAS division reporting, shares necessary compliance deadlines with departments.
- Creates and maintains organizational charts for the College.
- Manages the CEAS main inbox for the Dean's office.

- Budgetary:

- Navigate financial databases to produce various reports; PeopleSoft/Campus Budget Module (CBM), SUNY Business Intelligence (SUNYBI), Stony Brook Reporting (SBUR), etc. Identify, interpret, extract, and disseminate relative data from reports. Analyze data for accuracy and make recommendations for improvements as needed.
- Process and follow up on Allocation, PDME, and Journal Transfer requests for State, Income Fund Reimbursable (IFR), SUNY University Tuition Reimbursable Account (SUTRA), and Research Foundation (RF), Stony Brook Foundation (SBF) accounts to confirm completion and accuracy of transfers. Ensure proper documentation and information has been received.
- Review and process adjunct appointments to ensure compliance within approved budget allocations, process and maintain PCR/budget requests and excel spreadsheet for accurate reconciliation. Maintain and reconcile all summer/winter admin and instructor expenses. Initiate necessary transfers to align expenses with proper accounts. Respond/confirm all data to Provost's office, as requested. Cross training and backup for TA/GA processing and logging.
- Manage the Position Compensation Request (PCR) process to ensure compliance within approved budget allocations, review requests, log and update PCR status on master excel file and send notification of approvals to the appropriate departments. Works with the Assistant Director of Finance in the processing, logging, and monitoring of Research Support Requests (RSR) and matching commitments. Updates RSR requests/status excel data monthly, enters commitments on contingency spreadsheet as appropriate.
- Responsible for maintaining and reconciliation of all funds schedule and subsidiary spreadsheets. Track and manage all fiscal vs base allocations and journal transfers.
- Liaison with the department representatives to ensure HR and Budget paperwork and procedures are completed accurately and in a timely manner. Provide training, as necessary. Liaison with other offices on campus as necessary and/or requested.

Coordinates and compiles reporting requests, as needed. Attends mandatory training on HR and budgetary policies and procedures.

- Other duties or projects as assigned as appropriate to rank and department mission.

Special Notes:

This is a full-time appointment. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Minimum salary threshold must be met to maintain FLSA exemption.

In addition to the employee's base salary, this position is eligible for \$3,026 UUP annual location pay, paid biweekly.

THE FOLLOWING PARAGRAPH ONLY APPLIES TO POSITIONS THAT MAY COME IN CONTACT WITH PATIENTS OR PATIENT CARE EMPLOYEES.

In accordance with federal and state regulations that all hospitals and nursing homes require personnel to be vaccinated against COVID-19, candidates who are not already fully vaccinated must obtain the first dose of a COVID-19 vaccine within three (3) calendar days of acceptance of a conditional job offer and must obtain any subsequent doses in accordance with that particular vaccine manufacturer's protocol. Candidates who are partially vaccinated, but not yet fully vaccinated, must complete their vaccination series within three (3) calendar days of a job offer or in accordance with that particular vaccine manufacturer's protocol, whichever comes later.

The state regulation also includes those who may be affiliated with or interact with employees of a hospital or nursing home. The regulations allow for limited exemptions with reasonable accommodations, consistent with applicable law.

Resume/CV and cover letter should be included with the online application.

Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

If you need a disability-related accommodation, please call the university Office of Equity and Access (OEA) at or visit <https://www.stonybrook.edu/commcms/oea/>.

In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed<https://www.stonybrook.edu/police/>.

Visit our <https://www.stonybrook.edu/commcms/jobs/working-here/index.php> page to learn about the **total rewards** we offer.

Job Number: 2301440
Official Job Title: Senior Staff Assistant
Job Field: Administrative & Professional (non-Clinical)
Primary Location: US-NY-Stony Brook
Department/Hiring Area: CEAS Dean's office
Schedule: Full-time Shift :Day Shift Shift Hours: 8:30 am - 5:00 pm
Posting Start Date: May 9, 2023
Posting End Date: May 31, 2023, 3:59:00 AM
Salary: Commensurate with experience within the range of \$60,000 - \$70,000
Appointment Type: Term
Salary Grade:SL3
SBU Area: Stony Brook University

To apply, visit <https://apptrkr.com/4202962>

Copyright ©2022 Jobelephant.com Inc. All rights reserved.

<https://www.jobelephant.com/>