

The following position is currently available in the Fiscal Department

BUDGET MANAGER

The Center for Urban Community Services (CUCS) is an acclaimed human services organization, a leader in the advancement of progressive policies and programs in homelessness and mental health, and one of the nation's largest providers of social and mental health services in supportive housing.

Position Summary

The Budget Manager assists with the overall management of CUCS' annual operating budget. Responsibilities include working directly with the Director of Budget and Contracts, senior staff and program directors to establish internal annual expense and revenue budgets. This person will have to allocate various internal budgets to the individual funding sources associated with each program site. They will also need to perform financial analyses, monitor and forecast expenditures vs. budget, analyze variances and modify internal and external budgets when necessary.

The Budget Manager works closely with the staff in the Accounting and Payroll Departments to input and maintain accurate budget information in CUCS' accounting software program and create monthly reports for monitoring purposes for each site's Program Director. This person will support the staff in the Accounting, Payroll and Human Resources Departments with budget issues as necessary, including assistance with monthly site reports, preparation of audit schedules, journal entries and reconciliations.

The position requires good decision making skills, an ability to identify and solve problems, perform analyses using database and spreadsheet software and communicate effectively with various staff throughout the organization. The position requires the ability to effectively handle multiple projects concurrently, successfully manage competing priorities and maintain a flexible attitude and approach towards assignments.

Experience and Education Required:

- Bachelors Degree in Accounting, Business Administration, Finance or related field
- Minimum of two years of direct experience in the areas of accounting, budgeting or finance
- Knowledge of not-for-profit accounting is preferred
- Demonstrated skill in and experience with automated payroll and accounting software as well as database and spreadsheet software
- Demonstrated analytic and problem solving skills and experience
- Good communication and writing skills

Send resume and cover letter to the following email address: Mary.Mahedy@cucs.org

- Applicants will only be considered for positions they apply for.

- CUCS is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind