

**City of New York  
CONSUMER AFFAIRS  
Job Vacancy Notice**

<b>Civil Service Title:</b> ASSOCIATE STAFF ANALYST	<b>Level:</b> 00
<b>Title Code No:</b> 12627	<b>Salary:</b> \$59,536 / \$68,466.00* - \$70,000.00 <i>*minimum with two years of continuous city service</i>
<b>Office Title:</b> Deputy Director of Finance	<b>Work location:</b> 42 Broadway, N.Y.
<b>Division/Work Unit:</b> Administration and Budget	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 9:00 AM - 5:00 PM	

**Job Description**

The Deputy Director will work with the Director of Finance to ensure all of the Department's financial needs are met. S/he will oversee the work of the Finance staff and the day-to-day operations of the Finance Division. The successful candidate will have a dynamic can do personality, strong analytical mindset and proven track record of successfully managing multiple high-priority projects simultaneously. Responsibilities will include, but are not limited to:

1. Monitoring, analyzing and preparing reports on the Department's various budgets (operating, capital, grant, etc);
2. Analyzing and monitoring divisional budgets to project expenditures, identify trends and potential issues, and develop recommendations for corrective action;
3. Developing budget models, reports, and briefing materials for a variety of audiences, including division heads, senior managers and external bodies;
4. Coordinating with other staff to initiate budget modifications to ensure adequacy of funds to cover expenditures and avoid disruption in service and/or delays in payments;
5. Reviewing monthly obligation/commitment plans, monitoring expenditures/commitments against these plans, and providing explanations on variances;
6. Developing and implementing policies and procedures to ensure efficient and accountable operations within the Finance Division;
7. Providing support to staff throughout the Department on budget matters;
8. Completing back-up tasks and special projects as needed.

Candidates must be quick learners with excellent management, evaluation, analytical and research skills. They must also be able to deal quickly and efficiently with budgetary issues, questions, or requests from multiple sources (internal and external), as well as staff related issues as they arise. Knowledge of the City's financial management systems is a big plus, but not a requirement.

**Qualification Requirements**

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following:

working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation,

or fiscal management, or in a related area; or

2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

### Essential Skills

- Excellent analytical skills
- Excellent written, oral and interpersonal skills
- High proficiency with Microsoft Office, Excel and Access.
- Demonstrated familiarity with the City's financial management system of other budgetary/analytical programs
- Ability to work independently and as a member of a team in a fast paced environment with tight deadlines and team sensitive projects
- Must be responsible, flexible, and hardworking
- Knowledge of NYC budgeting and accounting systems preferred

**PLEASE NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.**

### To Apply:

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER INDICATING JVN # TO: [Jobs@dca.nyc.gov](mailto:Jobs@dca.nyc.gov)  
(Must e-mail as MS Word only)

**OR**

Mail to: Human Resources Division  
JVN # 866-10-006931  
New York City Department of Consumer Affairs  
42 Broadway, 8th Floor  
New York, NY 10004

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.  
NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.  
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

**Post Date:** 10/16/2009

**Post Until:** Filled

**JVN:** 866-2010-006931

**The City of New York is an Equal Opportunity Employer.**