

**JOB VACANCY NOTICE**

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| <b>CIVIL SERVICE TITLE:</b><br>Administrative Staff Analyst (Non-Managerial) | <b>TITLE CODE NO.:</b><br>1002A                                       |
| <b>OFFICE TITLE:</b><br>Deputy Director of Financial Management              | <b>SALARY:</b><br>\$52,641 to \$81,961                                |
| <b>DIVISION/WORK UNIT:</b><br>Financial Management                           | <b>WORK LOCATION:</b><br>156 William Street, New York, New York 10038 |
| <b>HOURS</b><br>35 Hours Per Week  | <b>NUMBER OF POSITIONS:</b><br>1                                      |

**JOB DESCRIPTION:**

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of community-based organizations throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities. DYCD's Contract Agency Finance Division (CAFD) manages City, State and federal revenue sources to fund Community-Based Organizations (CBOs). The division is responsible for planning, preparing, and administering the Agency's revenue and expense budgets. Responsibilities will include: working with the NYC Office of Management and Budget, the NYC Comptroller's Office, the NY State Office of Children and Family Services and the NY State Department of State, and facilitating the review and submission of all revenue applications, fiscal reports, quarterly claims, and year-end financial statements based on review and analysis of agency expenditure reports. This division also ensures that program staff and administrative operations have the information, analysis, funding needed to effectively meet DYCD's objectives.

Under the direction of the of Financial Management Director, with latitude for the exercise of independent initiative and judgment, will be responsible for but not limited to:

- Providing effective leadership, supervision and direction to the Revenue Unit
- Assisting in reviewing, monitoring, establishing and delegating tasks and satisfying project requirements.
- Collaborating with program, legal and fiscal staff to facilitate any inquires resulting from audits and claims due to revenue and expense-related issues.
- Creating and analyzing revenue and expense reports.
- Monitoring revenue recognition and cash collection plans.
- Formulating cost reduction proposals (PEGs) and new needs requests.
- Assisting with all facets of the expense budget, program budget as needed.
- Reviewing and analyzing direct-funded program expenditure reports and communicating deficiencies to the Director of Financial Management and the Assistant Commissioner of Finance for necessary action
- Supervising the AOTPS and PS Budgets including reviewing financial plans, variance analysis, reviewing purchase requisitions, budget modifications and surplus/needs analysis.
- Analyzing the spending patterns and project activities of the Beacons, Runaway Homeless Youths programs to insure that the budget and contract specifications are met and that internal controls are maintained.

**PREFERRED SKILLS:**

- Preferred candidate will have a degree in finance, accounting or a related field
- Highly developed analytical skills, strategic planning experience, and superior quantitative abilities.
- Knowledge of the NYC Financial Management System, city contract procedures and effective oral, written and communication skills.

**MINIMUM QUALIFICATIONS:**

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 two years 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 or 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. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.**

**NEW YORK CITY RESIDENCY IS REQUIRED**

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO:

Karen Alexander, Assistant Commissioner  
 NYC Department of Youth and Community Development, Office of Human Resources  
 156 William Street, 3<sup>rd</sup> Floor  
 New York, New York 10038

Or e-mail [Opportunities@dycd.nyc.gov](mailto:Opportunities@dycd.nyc.gov)

Visit [www.nyc.gov/dycd](http://www.nyc.gov/dycd)

**SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW**

**POST DATE: 08/27/08**

**POST UNTIL: Until Filled**

**JVN #: 261-09-014**

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.