

**THE CITY OF NEW YORK  
OFFICE OF MANAGEMENT & BUDGET  
255 Greenwich Street  
New York, NY 10007-2146**

**JOB TITLE: Assistant Budget Analyst**

**DESCRIPTION:**

An Assistant Budget Analyst works with an experienced Budget Analyst on the following activities:

- Preparing and monitoring The City of New York's annual, expense, revenue and capital budgets as required by the New York City Charter
- Analyzing expense budget related issues and performing capital work as needed
- Evaluating program performance
- Reviewing funding and personnel requests
- Preparing and monitoring quarterly expense and revenue financial plans
- Analyzing proposed and existing legislation
- Producing technical budget documents and reports
- Conducting special projects as necessary

**SALARY & QUALIFICATIONS: (\$39,329)**

Bachelor's degree in Business, Finance, Economics or a field related to the specific assignment and up to one year of full-time experience in budgetary planning/management, financial analysis, public policy analysis or a related field.

**All candidates must possess strong quantitative and analytical skills, computer skills and strong written and verbal skills. Candidates must also show an interest in public sector employment.**

**BENEFITS:**

OMB offers a generous benefits package, including paid overtime and/or accrued compensatory time. Often analysts receive opportunities to broaden responsibilities after 1-2 years. Promotion opportunities can exist vertically (within one's unit) and horizontally (to a different unit within the agency).

**HOW TO APPLY:**

Forward your information to:

**NYC Office of Management & Budget  
Human Resources Management - Recruitment  
255 Greenwich Street - 8<sup>th</sup> Floor  
New York, NY 10007  
Email: nycombrt@omb.nyc.gov**

**THE OFFICE OF MANAGEMENT & BUDGET AND THE CITY OF NEW YORK  
ARE EQUAL EMPLOYMENT OPPORTUNITY EMPLOYERS**

**You must be a City resident within 90 days of the date of appointment,  
and you must be legally eligible to work in the United States.**