

**THE CITY OF NEW YORK
OFFICE OF MANAGEMENT & BUDGET
75 Park Place
New York, NY 10007-2146**

JOB TITLE: Budget Analyst

DESCRIPTION:

The duties of this position require and encompass the following:

Primary responsibility for monitoring a City Agency's expense and capital budget; preparing technical and programmatic budgetary exercises with minimal supervision, and assisting in the preparation and review of the Agency's expense and capital budgets as needed
With minimal supervision, preparing and researching special projects such as reviewing expenditures and allocations for the Agency's seasonal budget, given deadlines and time frames.
Estimating fiscal impact of management decisions and policies
Identifying and recommending solutions to operational issues with fiscal impact
Reviewing Agency's ongoing fiscal requests and formulating appropriate recommendations
Monitoring and expediting all budget modifications and agency restructuring proposals, ensuring compliance with approved financial plans and cost effective techniques
Reviewing and monitoring cost reduction programs
Evaluating the impact of Federal and State budget policies
Evaluating legislative proposals

SALARY & QUALIFICATIONS: (\$48,482)

Master's degree in Business, Public Administration, Finance, Economics or a field related to the specific assignment; or a Bachelor's degree and a minimum of two years 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 a resume and cover letter to:

**NYC Office of Management & Budget
Human Resources Management - Recruitment
75 Park Place - 8th Floor
New York, NY 10007
E-mail: 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.**