



The City of New York
Office of Management and Budget
75 Park Place, New York, New York 10007

JOB TITLE: One (1) Assistant Analyst/Analyst

CONTROL CODE: MRI-08-02

MISCELLANEOUS REVENUE AND INTERFUND AGREEMENTS TASK FORCE
Miscellaneous Revenue Unit

JOB DESCRIPTION:

The duties of this position encompass the following activities:

- Managing the revenues for a group of City Agencies with nominal supervision;
- Monitoring and forecasting using statistical modeling for creating both cash flow and revenue estimates of specific City agencies or specific City revenue;
- Communicating, both in written and verbal forms, revenue variances in clear and precise terms;
- Managing a heavy flow of data and effectively assimilating the data in a presentable form to allow for analyzing revenue proposals and receipts;
- Reviewing and evaluating on-going agency fiscal requests and proposals and formulating appropriate recommendations;
- Reviewing agency revenue budget requests and preparing recommendations and other budgetary reports;
- Assisting in the preparation of input documents and monitoring the operations of computerized systems (e.g. FMS and other management systems);
- Reviewing cost/benefit analysis of direct user services, preparing recommendations on changes;
- Evaluating legislation for impact on revenues;

QUALIFICATIONS/REQUIREMENTS:

Assistant Analyst (\$40,724): Bachelor's degree in Business, Finance, or Economics or a subject related to the specific assignment with one year of full-time experience in budget planning, financial analysis, public policy analysis or a related field.

Analyst (\$48,482): 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; or a Master's degree in Business, Public Policy Administration, Finance, Economics or a field related to the specific assignment.

Additional Requirements:

While not required, previous budget/finance experience *preferred*. The successful candidate must be able to maintain confidentiality, have excellent computer, quantitative, analytical and communication skills, both written and oral.

BENEFITS:

OMB offers a generous benefits package, including paid and/or accrued compensatory time.

HOW TO APPLY:

- Include the control code in the upper right hand corner of your resume.
- Submit resume, cover letter and salary history.
- Forward your information to:

NYC Office of Management & Budget
75 Park Place – 8th Floor
New York, York, NY 10007
E-mail: nycombtr@omb.nyc.gov

**THE OFFICE OF MANAGEMENT & BUDGET AND THE CITY OF NEW YORK
ARE EQUAL 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.