



**DEPT OF ENVIRONMENT PROTECTION**  
**Job Posting Notice**

**Environmental  
Protection**

**Job ID:** 170220 **# of Positions:** 1  
**Business Title:** Financial Review Analyst  
**Civil Service Title:** COMMUNITY COORDINATOR  
**Title Code No:** 56058 **Level:** 00  
**Proposed Salary Range:** \$ 47,703.00 - \$ 74,049.00 (Annual)  
**Work Location:** 250 Broadway, N.Y.  
**Division/Work Unit:** Sandy HRO Administration

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**Job Description**

The Financial Services team implements and oversees the financial management controls for payments for Build it Back programs. The Financial Review Analyst would be responsible for reviewing payment requests and invoices and ensuring accuracy and consistency with Build it Back program standards.

**Responsibilities**

- Review payment requests, Invoices, and Inspection reports for accuracy and completeness
- Audit payment vouchers of contractors, vendors, and consultants in accordance with HRO standards
- Assist in analytical work including data collection and analysis
- Update standard operating procedures
- Preparation of supporting work papers in accordance with program standards

**Minimum Qual Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**Preferred Skills**

- Experience in audits, accounting, or bookkeeping preferred
- The ability to think analytically, communicate clearly and develop control recommendations is highly desired.
- Effective written and oral communications
- Excel skills

**Additional Information**

\*\*This is a long-term temporary grant funded position with an estimated duration of up to 18 months.\*\*

**To Apply**

To apply click "Apply Now"

The NYCDEP is an Equal Opportunity Employer

**Residency Requirement**

New York City residency is generally 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 determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**POSTING DATE:** 10/02/2014

**POST UNTIL:** 10/16/2014