

**CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING**

**CITYWIDE VACANCY NOTICE**

|                                                                                           |                                  |                      |                                |
|-------------------------------------------------------------------------------------------|----------------------------------|----------------------|--------------------------------|
| Civil Service Title:                                                                      | Administrative Staff Analyst NM  | Salary:              | \$110,067 - \$117,337 Annually |
| Title Code:                                                                               | 1002D                            | Number of Positions: | 1                              |
| Office Title:                                                                             | Administrative Budget Supervisor | Work Location:       | 2 Lafayette Street, NYC        |
| Division/Work Unit: <u>Bureau of Financial Services/Budget: Planning &amp; Monitoring</u> |                                  |                      |                                |

**Additional Information:**

*In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Administrative Staff Analyst or have taken the most recent Administrative Staff Analyst civil service exam and be reachable for appointment from the resulting list.*

*The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.*

*As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.*

**Job Description:**

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

NYC Aging seeks a dynamic, self-motivated and detail-oriented individual to serve as an Administrative Budget Supervisor in the Bureau of Financial Services reporting directly to the Senior Director of Budget Planning and Monitoring. The Administrative Budget Supervisor will be responsible for partnering with the Budget Director in preparation, planning, monitoring and forecasting the Department for the Aging budget. The ideal candidate will exhibit initiative, independent judgment, and strong analytical skills in performing the following responsibilities, which include but are not limited to:

- Supervise, mentor, and evaluate a team of Budget Analysts responsible for the Agency's Personnel Services (PS), Other Than Personal Services (OTPS), and Subcontract budgets, grant budget planning, forecasting, financial analysis, and reporting while ensuring compliance with City fiscal policies and agency objectives.
- Manage the planning, monitoring, reconciliation, and modification of NYC Aging's PS, OTPS, and Capital budgets, ensuring the accuracy, integrity, and fiscal sustainability of the Agency's operating and capital financial plans.
- Partner with the Senior Director of Budget Planning and Monitoring to develop, monitor, and forecast Administrative and Subcontractor budgets, providing strategic financial analyses and recommendations to support agency operations and long-term budget planning.
- Analyze budget performance by monitoring expenditures against approved budgets, identifying trends and variances, and recommending corrective actions to improve fiscal accountability and optimize resource allocation.
- Participate in technical budget activities including budget modifications, management of PS/OTPS Budget accruals, journal entries, monthly variance reports, quarterly spending plans and other technical budget functions in the City's Financial Management System (FMS).
- Partner with Procurement, Accounts Payable and other units to reconcile purchase orders and resolve discrepancies.
- Track agency hires, separations, vacancies, pending staffing actions, and other information and provide updates to Budget management.
- Serve as a liaison with the Office of Management and Budget (OMB), preparing budget submissions, responding to fiscal inquiries and Q&A requests, and ensuring Personnel Services (PS) budgets align with staffing plans, funding levels, and organizational priorities.
- Prepare executive-level budget reports, financial forecasts, and complex ad hoc analyses using the City's Financial Management System (FMS), Excel, and internal reporting tools to support leadership decision-making and strategic financial planning.

**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.

**Preferred Skills:**

- Minimum of five years of supervisory experience managing staff with direct reporting responsibilities.
- Advanced proficiency in Microsoft Excel, including PivotTables, VLOOKUP/XLOOKUP, complex formulas, and development of efficient, user-friendly financial spreadsheets.
- Extensive experience using Passport, Financial Management System (FMS 2 and FMS 3), and comprehensive knowledge of encumbrance and accrual processes.
- Ability to manage competing priorities, adapt to changing business needs, think critically, and develop practical solutions to complex financial issues.
- Strong interpersonal and collaborative skills with a proactive, flexible approach and a commitment to continuous learning and professional development.
- Excellent written and verbal communication skills with the ability to effectively engage diverse stakeholders at all organizational levels.
- Proven ability to prioritize workload, maintain exceptional attention to detail, and exercise sound independent judgment with minimal supervision.
- High level of professionalism, integrity, discretion, initiative, tact, and diplomacy when handling confidential and sensitive information.
- Graduation from an accredited college with a baccalaureate degree in finance or related field equivalent experience.

**NOTE: NEW YORK CITY RESIDENCY IS REQUIRED FOR THIS POSITION****55-a Program:**

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

**TO APPLY**

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID #785154

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID #785154

Posting Date:

**August 14, 2026**

Post Until:

**Filled**

JVN No.

**125-27-05 CW**