

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	Administrative Staff Analyst NM-I	Salary:	\$98,140 - \$99,500 Annually
Title Code:	1002A	Number of Positions:	1
Office Title:	Administrative Budget Analyst	Work Location:	2 Lafayette Street, NYC
Division/Work Unit: <u>Bureau of Financial Services/Budget: Planning & 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:

The NYC Department for the Aging (NYC Aging) promotes and supports inclusive, safe, affordable, healthy aging. NYC Aging remains steadfast in its role and responsibility to preserve the dignity and quality of life for approximately 1.8 million diverse older New Yorkers by eliminating food insecurity, providing access to affordable, stable housing, enhancing access to quality healthcare services and protecting older New Yorkers from harm and abuse with the ultimate goal of a more age-friendly city in which older adults can age gracefully with respect.

The Budget Planning and Monitoring Unit is responsible for managing the Agency's \$600 million Expense Budget and \$100 million Capital Budget; preparing budget and financial analyses and reports; and coordinating the Agency's budget and financial activities with the Mayor's Office of Management and Budget (OMB) and other oversight and partner agencies.

The Budget Analyst will work closely with colleagues in Financial Services and operational and program divisions to conduct financial analyses and develop recommendations for senior management. Key responsibilities include:

- Monitor agency spending and procurement activities and review and update operating budgets for assigned divisions.
- Create and process budget modifications in the City Financial Management System (FMS) for both Personnel and Other Than Personnel (OTPS) budgets.
- Process encumbrances in FMS3 and participate in the year-end accrual process.
- Reconcile internal operating budgets with FMS to ensure initial budgets, modifications, and chargebacks are accurately recorded.
- Work with grant managers to review and update grant budgets in FMS and prepare grant budget modifications. Serve as a liaison among General Services, Procurement, Grant Managers, and the Budget Unit to review and approve purchase requests.
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- Prepare and submit quarterly Spending Plan updates to the Office of Management and Budget (OMB) through FMS, and assist with other budget reporting requirements, including Miscellaneous Revenue and Monthly Variance reports.
- Serve as a Budget Preparer in Passport for AOTPS budget actions.
- Assist in preparing Certificates to Proceed (CPs), ensuring project scopes align with the Capital Commitment Plan and capital eligibility requirements for Comptroller contract registration, and respond to OMB inquiries regarding pending CPs.
- Update capital forecasts in FMS by forecasting task orders and change orders, modifying the Capital Plan based on current cost estimates, and tracking commitment plan projects against fiscal year targets.
- Prepare Budget Code Modifications and create Fixed Asset Intents (FNs) and Commodity Requisitions (RQC1s) in FMS to support timely contract registration.
- Communicate with other City agencies and OMB regarding the status of capital projects.

- Use FMS and Microsoft Office applications, including Excel and Word, to prepare reports, analyses, and memorandums.

Minimum Qualifications:

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, public health, 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 Juris Doctor degree from an accredited law school, 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; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/ evaluation, or fiscal management. Eighteen (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; or
3. An associate degree or completion of 60 semester credits from an accredited college and six years of full-time satisfactory full-time professional experience as described in "1" above, including the 18 months of executive, managerial, administrative, or supervisory experience, as described in "1" above; or
4. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and eight years of full-time satisfactory full-time professional experience as described in "1" above, including the 18 months of executive, managerial, administrative, or supervisory experience, as described in "1" above; or
5. A combination of education and/or experience equivalent to "1", "2", "3", or "4" above. College education may be substituted for professional experience at the rate of 30 semester credits from an accredited college for one year of experience. However, all candidates must have a high school diploma and at least two years of experience as described in "1" above, including the 18 months of executive, managerial, administrative, or supervisory experience, as described in "1" above.

Preferred Skills:

- Strong analytical, interpersonal, and communication skills.
- Excellent written and verbal communication skills.
- Highly motivated and proactive with strong attention to details.
- Ability to exercise independent judgment with minimal supervision with ability to demonstrate effective problem-solving skills.
- Able to work independently and collaboratively as part of a team.
- Strong organizational and project management skills.
- Ability to prioritize tasks, manage time effectively, and multitask in a fast-paced environment.
- Minimum of 5 years of experience in fiscal services.
- Understanding of New York City Capital and Expense budget processes and regulations.
- Knowledge of citywide rules, regulations, policies, and procedures issued by the Office of Management and Budget (OMB).
- Working knowledge of FMS/2 and FMS/3 Info Advantage tools (preferred).
- Proficiency in Microsoft Excel, including: (Pivot tables, SUMIF functions, VLOOKUPS, Filters, Advanced formatting).
- Preferred experience working with New York City agency budgets.

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 #788360

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #788360

Posting Date: **September 16, 2026**

Post Until: **Filled**

JVN No. **125-27-11 CW**

