

CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE

Civil Service Title:	Staff Analyst II	Salary:	\$72,595.00 - (Non-City minimum) \$83,484.00 - (City minimum)
Title Code:	12626	Number of Positions:	1
Office Title:	Budget Analyst	Work Location:	2 Lafayette Street, NYC
Division/Work Unit: Bureau of Financial Services/Budget: Discretionary			

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 Staff Analyst or have taken the most recent 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.

NYC Aging seeks a dynamic, self-motivated professional with a strong understanding of financial oversight and programmatic operations to serve as a Budget Analyst. This role directly impacts the ability of nonprofit organizations to deliver essential services to older New Yorkers across the five boroughs. The ideal candidate is detail-oriented, highly organized, and capable of working independently in a fast-paced, deadline-driven environment and a problem-solver who is dedicated to providing excellent customer service to a range of community-based service providers. This position requires strong collaboration and coordination with other bureaus within the Agency, as well as with external government partners, including the Mayor’s Office of Contract Services, the New York City Council, Council Finance, elected officials, and other oversight entities.

Reporting to the Budget Supervisor, the Budget Analyst’s duties and responsibilities will include, but are not limited to the following:

- Within the City's financial workflow system (PASSPort Financials), configure and review contract provider budgets, modifications, amendments, and associated financial tasks for accuracy, reasonableness, and compliance with NYC Aging and overarching New York City financial policies and procedures.
- Provide technical assistance and high-quality customer service to internal and external stakeholders on matters related to budget development, budget modifications, and expense monitoring. Stakeholders may represent an array of front-line and executive level staff, both within our Agency and at our contracted nonprofits or oversight offices.
- Maintain, update, and verify accuracy of tracking mechanisms in a timely manner to ensure appropriate record keeping.
- Design, produce, and maintain monthly, quarterly, and ad hoc financial reports for review by Senior Leadership, ensuring accuracy and clarity in financial data presentation.
- Coordinate with other units within the Bureau of Financial Services to ensure alignment on initiatives, and that financial transactions can be processed accurately and in a timely manner.
- Communicate project goals, deliverables, and timelines effectively to all stakeholders, ensuring alignment and mutual understanding through consistent, clear, and professional communication on all matters relevant to the budget development and management of both recurring and one-time funding initiatives.
- Perform special projects as assigned and provide assistance to other units within the bureau, as needed.

***Non-City rate (Non-City candidates & candidates with less than 2 years of City Service)**

****City incumbent rate (Candidates with 2 or more active years of City Service)**

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 Juris Doctor degree from an accredited law school; or
2. A baccalaureate degree from an accredited college and two years of satisfactory full time professional experience working in one or a combination of the following areas: 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, labor 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; or
3. An associate degree or completion of 60 semester credits from an accredited college and four years of full-time satisfactory full-time professional experience as described in "2" 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 six years of full-time satisfactory full-time professional experience as described in "2" 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.

Special Note:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above

Preferred Skills:

- Advanced skills in Excel such as the ability to use Pivot tables, V-lookups, X-look-ups, IF functions and to create transparent spreadsheets.
- In addition to above, experience working with other Microsoft applications such as PowerPoint, Word, Teams.
- Knowledge of the PassPort (NYC's Procurement and Sourcing Solutions Portal).
- Solution-oriented with excellent customer service skills.
- Strong analytical background that can use data to produce models, summary statistics and reports.
- Superior organizational skills with strong attention to detail.
- Ability to work independently and with minimal supervision.
- Excellent oral and written communication skills.
- Takes initiative to identify ways in which processes can be improved.
- Experience working with budgets, discretionary funding, City government (e.g., budget and contracting) and non profit.

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 #787056**

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #787056

Posting Date: September 17, 2026	Post Until: Filled	JVN No. 125-27-19 CW
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