

CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE

Civil Service Title:	Staff Analyst II	Salary:	\$72,595 * - (Non-city minimum) \$83,484 ** - (City minimum)
Title Code:	12626	Number of Positions:	1
Office Title	Administrative Budget Analyst	Work Location:	2 Lafayette Street, NYC
Division/Work Unit:	Bureau of Financial Services/Budget: Planning & Monitoring		

**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:**

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.

The Bureau of Financial Services is responsible for administering the agency’s operating and capital budgets. The Bureau ensures funds are available for the procurement of goods and services, invoices are paid in a timely manner, and that all funds are spent on allowable services, with reasonable and auditable costs that reflect the agency's mission. The Bureau reviews audited financial statements from providers and investigates areas of concern.

The candidate responsibilities will include but are not limited to:

**OPERATIONAL:**

- Create budget modifications in the City Financial Management System (FMS) for both Personnel and Other than Personnel budgets.
- Review and submit increases and decreases of existing contracts in FMS3.
- Assist in the reconciliation of the internal operating budgets with FMS to ensure that the initial budget, modifications and chargeback’s are posted correctly.
- Work directly with grant managers to review and update their budgets in FMS and prepare Grant budget modifications.
- Serves as a liaison between General Services, Procurement, Grant Managers and the Budget Unit to approve/review purchase requests.
- Prepare and submit quarterly updates to the Spending Plan for Office of Management and Budget (OMB) via FMS and other budget exercises such as the Miscellaneous Revenue and Monthly Variance reports as requested by OMB.
- Serve as a Budget Preparer in Passport for AOTPS budget actions.
- Act as a liaison and in providing information to OMB and internal NYC Aging's Program areas on budget modifications, grant applications and other budget request.
- Coordinate with Office of Human Resources (OHR) on Staff positions and Personnel funding availability.
- Set up and update Personnel Services (PS) allocations and maintain records of PS changes based on grant allocation, salary adjustments and staff reorganizations and other actions implemented by Human Resources.
- Personnel Services (PS) is set up on time for new fiscal year payroll. Personnel Services (PS) allocation report reflects current Notice of Grant Awards. Keep records of when personnel need to be moved in budget codes to ensure that it stays within budget of the grant application. In conjunction with management oversee review and approval of job postings, Personnel Action Requests (PARs) and other hiring proposals for appropriate funding, headcount and business justification. All Human Resources actions are updated in the system in a timely manner. Maintain the Personnel Projection Spreadsheet to real time information.

**ANALYTICS:**

- Maintain, create, update and prepare statistical reports using Excel.
- Assist in the preparation of the Annual Update.
- Review and analyze grant budgets prepared by Grant Directors.

**OTHER:**

- Execute special projects assigned by Financial Services Senior Leadership.
- Participate and assist in preparing the Capital Budget for NYC Aging.

**\*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)**

<b>Minimum Qualifications:</b>  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  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.  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.  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.  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.		
<b>Preferred Skills:</b>  The ideal candidate should possess the following skills: <ul style="list-style-type: none"> <li>• Extensive working knowledge of FMS 2 and FMS 3 preferred.</li> <li>• Knowledge of Passport and Accelerator Financials a plus.</li> <li>• Understanding the City of New York's Accrual process a plus.</li> <li>• Advanced skills in Microsoft Excel such as the ability to use Pivot tables, Vlook-ups and to create transparent spreadsheets.</li> <li>• Knowledge of the Encumbrance Approval Process is a plus.</li> <li>• Well-versed in the City of New York's Expense and Capital Budget Process. Must be able to complete Certificates to Proceed and be able to update FMS for Capital projects and maintain the Capital Plan spreadsheets.</li> <li>• Ability to adapt to a changing environment, handle multiple priorities, engage in critical thinking and apply creative problem solving skills.</li> <li>• The successful candidate should be positive, energetic, flexible, collaborative, and open to enhancing existing skills as well as learning new skills.</li> <li>• Ability to communicate with a diverse population verbally and in writing a plus.</li> <li>• Ability to organize projects, and attention to details and exercise independent judgment with minimum supervision.</li> <li>• Candidates should possess tact diplomacy, sound judgment, drive, initiative and discretion.</li> <li>• Two years of experience in the field of Public Finance.</li> <li>• Preferably knowledgeable on Personnel Services (PS) Budget process.</li> </ul>		
<b>NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.</b>		
<p style="text-align: center;"><b><u>TO APPLY</u></b></p> <p style="text-align: center;">Please be sure to submit a resume &amp; cover letter when applying.  <b>All current City Employees</b> may apply by going to Employee Self Service (ESS) <a href="http://cityshare.nycnet/ess">http://cityshare.nycnet/ess</a>  Click on Recruiting Activities/Careers and Search for Job ID #760023  <b>All other applicants</b>, please go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID #760023  Please do not email, mail or fax your resume to NYC Aging directly. </p>		
<b>55-a Program:</b>  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.		
Posting Date: <b>December 18, 2025</b>	Post Until: <b>Filled</b>	JVN No. <b>125-26-20 CW</b>