

FULL TIME POSITION:

BUDGET ANALYST

PATHWAYS TO INDUSTRIAL AND CONSTRUCTION CAREERS

WORKFORCE DEVELOPMENT CORPORATION

About the PINCC:

On 8/2/2022, Career Services was awarded the Economic Development Administration (EDA) Good Jobs Grant in the amount of \$18.6 million for Pathways to Industrial and Construction Careers (PINCC). Grant funds will be used to create sectoral partnerships leading to careers in transportation, utilities, and construction and engage a wide range of employers, unions, and industry intermediaries to serve 6,000 HRA clients. HRA will be working with sub-awardees that include the Research Foundation of CUNY, the Consortium for Worker Education (CWE), and Non-Traditional Employment for Women.

About Career Services:

Career Services offer Cash Assistance clients opportunities to help them increase their job skills and build a career that will lead to success and financial security. HRA will be working with sub-awardees that include the Research Foundation of CUNY, the Consortium for Worker Education (CWE), and Non-Traditional Employment for Women. This 36-month project has a Start date of October 1, 2022, with services to begin April 1, 2023. PINCC is a highly visible program on the national level and is supported by the Mayor's Office as well as several Deputy Mayors and the DSS Commissioner.

About the WDC:

The WDC is an independent 501(c)(3) not-for-profit created by the City of New York (the "City") specifically for assisting the City in developing and funding workforce and economic development initiatives. In furtherance of this purpose, the WDC and SBS work in a partnership consisting of, among other things, jointly developing, funding, and managing workforce and training initiatives, and resource sharing.

Job Description:

Under the direction of the Director of Fiscal Administration (Career Services / Contracts, Budgets and Special Projects), the Budget Analyst (BA) is responsible for all aspects of budgetary operations necessary to comprehensively support the program and personnel. NYC Pathways to Industrial and Construction Careers (PINCC) provides access to non-traditional job sectors for the Human Resources Administration (HRA). The opportunities include all phases of the employment cycle; recruitment, education, training, and job placement in construction and industrial careers that lead to sustained and meaningful attachment to the labor market and longer-term financial self-sufficiency. Since NYC PINCC will have two distinct sectors (industrial and construction), each budget analyst will focus primarily on one sector, but will be called to assist in both sectors. This will contribute to the review of invoices, payments and/or budgetary operations

Specific Responsibilities:

- Will be responsible for performing a wide range of analytical, technical, and advisory work in any of the phases of budget administration. These functions will require a knowledge of federal grants processes, which includes applying budget-related laws, regulations, policies, precedents, methods, and techniques. Also, learning DSS' payment procedures and, monitoring the budget structure to ensure compliance related to the budgetary/invoicing processes.
- Work with program and project managers to manage NYC PINCC's budget. Continuous development and/or review of budget (general, sub-grantee) for completeness, accuracy, and compliance with laws and other regulations. Take appropriate action related to contracted vendor/provider budgets, budget modifications and invoices; requests and tracks Certification of Funds; and utilizes the contract to determine allocation of funds is correct and expenditures are appropriate; and ensures timely revenue reconciliation.
- Communicate with project partners to resolve outstanding budget and invoice issues; reviews and takes the appropriate action for provider appeals related to performance-based payment and/or

credit by conducting research through the review of data and documentation; advises Deputy Director of the need for special payment and encumbrance of funds.

- Take the lead in developing and reviewing budgets (general, sub-grantee) for completeness, accuracy, and compliance with all relevant guidelines.
- Ensure that budgets are appropriately entered to HRA's electronic, online budget management system.
- Conduct detailed reviews of all invoices, associated back-up materials, and other relevant expense information. This consists of a high volume of monthly invoices and related fiscal data from a variety of entities including, but not limited to: CWE, RF CUNY, HRA, WRKDEV, NEW, Transfer (and their subcontractors) as a second level of review and approval. The extensive back-up material may include timesheets and other supporting documents validating all expenses against this grant and its fiscal guidelines.
- Track, monitor and analyze spending trends to identify all areas of fiscal risk and potentially problematic issues, for example, over and /or underspending within all budgeted lines.
- Identify any fiscal issues that may negatively impact the quality of project service delivery.
- Maintain data reports/analyses to accurately and effectively communicate the status of all fiscal components of this federal grant.
- Generate supplemental reports including, but not limited to cost/benefit analyses; budget projections; expenditure variance reports.
- Coordinate with other relevant project staff regarding the submission of fiscal related reports to the federal EDA

Preferred Skills:

- Strong command of MS Office, including PowerPoint, Excel, and Word;
- Strong quantitative and problem-solving skills, comfort building financial models, and skill working with data sets;
- Able to prioritize among competing needs and opportunities;
- Enterprising and resourceful, organized and results oriented;
- Energetic, pro-active, collaborative and strategic;
- Strong team-player who enjoys working in multi-stakeholder partnerships; and
- Demonstrated interest or experience in economic development and/or public policy issues a plus.

Qualifications:

- Bachelor's degree from an accredited college or university in Business Administration or related field
- 3-5 years of community relations or development in a corporate or civic/non-profit setting with at least 2 years in a managerial capacity

How to Apply:

Please email your resume and cover letter including the following subject line: **Budget Analyst_Pathways to Industrial/Construction Careers: WDCFiscal@sbs.nyc.gov**

Salary Range: \$65,000 - \$68,000

Contract Duration: 3 years from date of hire

NOTE: Only those candidates under consideration will be contacted.

If you do not have access to email, mail your resume to:

NYC Department of Small Business Services

Human Resources Unit

1 Liberty Plaza New York, New York 10006