

DIRECTOR OF BUDGET AND COMPLIANCE
(New York County District Attorney)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under the executive direction of the Chief Financial Officer with wide latitude for the exercise for independent initiative and decision making; is responsible for developing the agency budget of the New York County District Attorney's Office; assists with making financial decisions, preparing financial reports and projecting financial goals for the budget of the office.

Examples of Typical Tasks

Assists in the development and formulation of department specific budget policies; translates policies into working programs, and interprets policies as they pertain to the agency budget

Design effective budget models for the Agency by division and department.

Analyze financial information including revenues, expenditures and cash management, to ensure all operations are within budget.

Provides administrative supervision to staff who work in fiscal positions and in all monetary transactions.

Establishes and maintains cooperative relationships with executive personnel in City agencies including the City Comptroller, the Office of Management and Budget, the Board of Estimate, the State Comptroller, and all other financial institutions and governmental units with which the Agency has dealings.

DIRECTOR OF BUDGET AND COMPLIANCE
(New York County District Attorney) (continued)

Examples of Typical Tasks (continued)

Assists with all aspects of fiscal recordkeeping and control, including the receipt and disbursement of funds, internal and external auditing, development of systems and procedures, and the preparation of reports to City, State, and Federal agencies.

Performs related duties at the request of the Chief Financial Officer or designee.

Qualification Requirements

1. A master's degree from an accredited college or university in economics, finance, accounting, business or public administration, and two years of satisfactory full-time professional experience in working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; economic planning, or fiscal management; 18 months of this experience must have been in an 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 or university and four years of professional experience in the areas described in "1" above, including the 18 months of managerial, administrative, or supervisory experience, as described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the non-competitive class.