

DIRECTOR OF BUDGET AND FINANCE (BIC)

Duties and Responsibilities

This is a management class of positions. Incumbent performs related work.

Under the direction of the First Deputy Commissioner, serves as the chief budget officer and oversees all budget actions taken by the Business Integrity Commission; performs related work.

Examples of Typical Tasks

Supervises staff in the budget department.

Works directly with the First Deputy Commissioner to prepare agency annual budget using historical spending patterns; modifies/updates as needed.

Processes, reconciles and reports agency revenue receivables.

Updates, monitors, maintains and reports Agency Personnel Service (PS) and Other Than Personnel Service (OTPS) expenditures.

Processes and disburses federal forfeiture fund requests and ensures all requests meet federal forfeiture guidelines.

Serves as the Commission's liaison with other City agencies and provides guidance to executive management for budget meetings with the City Council and Mayor's Office.

Prepares and submits NYC Comptroller's Year-End Closing financial documents.

Prepares and submits monthly and quarterly exercises for the Office of Management and Budget.

Processes and disburses petty cash.

DIRECTOR OF BUDGET AND FINANCE (BIC) (continued)

Qualification Requirements

Bachelor's degree from an accredited college and five years of satisfactory full-time experience, working in one or a combination of the following areas: budgeting, public administration or accounting, at least 18 months of which must have been in an administrative, managerial, consultative or executive capacity or supervising personnel performing activities relates to the duties of the position.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.