

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Staff Analyst II</u>	Salary:	<u>\$ 62,470 * - (Non-City minimum) \$ 71,840 ** - (City minimum)</u>
Title Code:	<u>12626</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Administrative Budget Analyst</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Bureau of Financial Services / Budget: Planning & Monitoring</u>			

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 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 Bureau of Financial Services seeks a highly motivated individual to serve as an Administrative Budget Analyst under supervision of the Senior Director, Budget: Planning & Monitoring Unit, with latitude for independent work, the selected candidate will perform extensive duties pertaining to the internal capital budget for the Department for the Aging (NYC Aging) in providing essential Budget oversight in the Budget: Planning & Monitoring Unit. The duties will include but not be 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 request.
- 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 Program areas on budget modifications, grant applications and other budget request.
- Coordinate with The Office of Human Resources (OHR) on Staff positions and Personnel funding availability.

ANATYTICS:

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

OTHER:

- Execute special projects as 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)**

Minimum Qualifications:

1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) 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 closely related field; or
2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) 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; or in management or methods analysis, operations research, organizational research or program evaluation; or 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.

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:

- Extensive working knowledge of FMS 2 and FMS 3 preferred.
- Knowledge of Passport and Accelerator Financial a plus.
- Understanding the City of New York's Accrual process a plus.
- Advanced skills in Microsoft Excel such as the ability to use Pivot tables, Vlook-ups and to create transparent spreadsheets.
- Knowledge of the Encumbrance Approval Process a plus.
- 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.
- Ability to adapt to a changing environment, handle multiple priorities, engage in critical thinking and apply creative problem solving skills.

Two years of experience in the field of Public Finance a plus.

- Ability to communicate with a diverse population verbally and in writing a plus.
- Ability to organize projects, and attention to details and exercise independent judgment with minimum supervision.
- The successful candidate should possess excellent interpersonal skills with the desire to enhance existing skills as well as learn new skills.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

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 #615624

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #615624

Please do not email, mail or fax your resume to DFTA directly.

Posting Date:	November 15, 2023	Post Until:	Filled	JVN No.	125-24-30 CW
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