

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Manager – Financial Support Systems
Salary:	\$75,000 - \$95,000
Bureau/Division:	Bureau of Information Systems & Technology (BIST)
Period:	March 26, 2015 – Until Filled

JOB DESCRIPTION

The Comptroller's Bureau of Information Systems & Technology (BIST) provides a full range of information technology support for key business functions and Charter mandated responsibilities of all Bureaus within the NYC Comptroller's Office. Financial Management System (FMS) is the New York City's central computerized accounting, budgeting and financial data management system. FMS is primarily maintained by the City's Financial Information Services Agency (FISA). Under the direction of the Executive Director of Systems Development, this position will provide technology and systems support to all users of the FMS within the Comptroller's Office.

The responsibilities of Financial Support Systems Manager include, but are not limited to, the following:

- Coordinates the delivery of all technology support services for all of the Comptroller Office bureaus related to FMS, including working with FISA technology personnel, technical consultants, as well as internal BIST Technology support personnel;
- Ensures all FMS production systems availability and response items are at targeted levels; publishes and reports applicable metrics; discusses results monthly with users;
- Develops, maintains, and executes software migration plans which keep the Agency on current/vendor-supported software releases of FMS and other related software; systems and databases; address dependencies, compatibility, and key business schedules when developing upgrade plans;
- Maintains a database of all enhancements and change requests for new capabilities in FMS to complement existing features; prepare plans, and business cases for approved requests/enhancements and manage their successful delivery; efficiently manage FISA and other vendor relationships;
- Evaluates available, new, and emerging technologies and service offerings, to support and complement the existing FMS system;
- Expands the Help Desk coverage to improve the quality and depth of on-site client support and response for all FMS related issues;
- Performs other related assignments, including participating in the maintenance and testing of Business Continuity and Disaster Recovery plans associated with FMS and its use by the Comptroller's Office.

MINIMUM QUALIFICATION REQUIREMENTS

- BA/BS from an accredited college in computer science, finance, accounting, or a closely related field, and five (5) or more years of progressively responsible full-time experience designing, developing, and supporting public/government financial and accounting systems in a large or complex environments; at least eighteen (18) months of this experience must have been in a supervisory, administrative or executive capacity; **or**
- A master's degree from an accredited college in any of the areas described above and three (3) or more years of full-time professional experience in the areas described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Foremost, must clearly demonstrate in-depth and professional knowledge of FMS;
- Knowledge of other NYC IT systems and databases is also preferred;
- Strong project management, system development life cycle (SDLC) and applications programming skills are expected;
- Demonstrated experience working with technical and non-technical staff, ability of work effectively and interface with all levels of the organization, senior executives from other City agencies and vendors;
- Excellent analytical, interpersonal, communication and organization skills (including Microsoft Office Suite Proficiency).

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: March 26, 2015	POST UNTIL: Until Filled	JVN: 015/015/053
--	------------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer