

# NYC OFFICE OF THE COMPTROLLER

## JOB VACANCY NOTICE

<b>Title:</b>	<b>Budget Analyst and Writer</b>
<b>Salary:</b>	<b>\$95,000 - \$115,000</b>
<b>Bureau/Division:</b>	<b>Budget / Fiscal and Budget Studies</b>
<b>Period:</b>	<b>December 17, 2015 – December 24, 2015</b>

### JOB DESCRIPTION

The mission of the Comptroller's Office is to ensure the financial health of New York City, in part by advising on the City's financial condition. The Fiscal and Budget Studies division evaluates New York City's budget and financial plans, generates independent research, and provide analysis of City programmatic, budgetary and economic issues.

Under the direction of the Deputy Comptroller for Budget, the responsibilities of this position include, but are not limited to, the following:

- Review and analyze New York City's budget and financial plans, assessing the City's fiscal assumptions, changes in budget priorities and revenue projections; develop in-depth knowledge of agency spending allocations and related reimbursement and revenue flows
- Study existing programs, policies and budgets of assigned agencies' and monitor changes; assess the impact of policy changes on budget areas
- Draft research findings and produce high quality, accessible reports;
- Assess cost-effectiveness of programs and write analytical reports and briefings;
- Perform timely financial analyses and update spending and revenue forecasts;
- Research issue areas, collect and analyze relevant government data; compose detailed written analyses for reports and briefs;
- Design research projects using performance and financial indicators; develop data collection tools to analyze large data sets and review findings and inform on trends; draft research findings and compose topical reports and presentations;
- Fact check and edit budget reports; assist with management and execution of projects, publications and presentations;
- Study laws and regulations governing agency and program areas; track status of key legislative developments with focus on local fiscal impact; provide briefings on developing issues;
- Review state and federal budgets to assess impact on and interaction with the City's budget;
- Perform related assignments and special projects as required.

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## MINIMUM QUALIFICATION REQUIREMENTS

A master's degree from an accredited college in policy, economics, public administration, or closely related field, and four (4) or more years of progressively responsible full-time professional experience in one or a combination of the following: program and policy evaluation, fiscal and economic research and analysis, financial planning, or in a closely related area.

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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Familiarity with and exposure to government agencies, policy, programs, datasets, finances and budget, particularly in New York City; experience in drafting policy reports.
  - Substantive financial or budgetary experience.
  - Excellent writing, editing and communication skills
  - Excellent interpersonal and organizational skills
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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://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.

<b>POSTING DATE:</b> December 17, 2015	<b>POST UNTIL:</b> December 24, 2015	<b>JVN:</b> 015/016/038
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The NYC Comptroller's Office is an Equal Opportunity Employer