

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Assistant Budget Analyst</b>
<b>Salary:</b>	<b>\$39,000 - \$48,000</b>
<b>Bureau/Division:</b>	<b>Budget</b>
<b>Period:</b>	<b>June 6, 2016 – Until Filled</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 Budget Bureau 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:

- Assist with review and analysis of New York City's budget and financial plans and assessment of 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;
- Support timely financial analyses and spending, revenue forecast assignments or projects;
- Research issue areas, collect and analyze relevant government data; assist with detailed written analyses for reports and briefs;
- Fact check and edit budget reports; assist with management and execution of projects, publications and presentations;
- Assemble and manage databases and large datasets;
- 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;
- Assist in the review of 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 baccalaureate degree from an accredited college economics, finance, accounting, business administration, or closely related field, and one (1) or more years of progressively responsible full-time professional experience in one or a combination of the following: budget studies, data analytics, program evaluation, fiscal and economic research, financial planning, budget administration, or in a closely related area; **or**
- A satisfactory equivalent of education and experience mentioned above.

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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Some familiarity with and exposure to government agencies, policy, programs, datasets, finances and budget, particularly in New York City is a plus;
- Demonstrated interest in financial or budgetary analysis;
- Familiarity with basic statistical analysis or data mining processes;
- Sound writing, editing and interpersonal skills expected.

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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> June 6, 2016	<b>POST UNTIL:</b> Until filled	<b>JVN:</b> 015/016/088
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**The NYC Comptroller's Office is an Equal Opportunity Employer**