

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Budget Analyst
Salary:	\$72,000 - \$87,000
Bureau/Division:	Administration / Budget
Period:	April 11, 2018 – Until Filled

JOB DESCRIPTION

The New York City Comptroller, an independently elected official, is the Chief Financial Officer of the City of New York. The mission of the office is to ensure the financial health of New York City by advising the Mayor, City Council, and the public of the City's financial condition. In addition, the Comptroller manages assets of the five New York City Pension Funds, performs budgetary analysis, audits city agencies, registers proposed contracts, etc. The Bureau of Administration manages the Comptroller's Office operating and capital budgets, as well as procurement and payment responsibilities, facilities management, support services, and the full breadth of its human resource functions including payroll and time management.

Under the direction of the Deputy Comptroller for Administration, the Senior Budget Analyst will assist with managing and monitoring the agency's expense, capital and revenue budgets. Responsibilities include, but are not limited to, the following:

- Assists the Budget Officer with daily management and control of the agency's \$106 million expense budget which includes Personal Service (PS) and Other Than Personal Services (OTPS) funding. Such control and management will include forecasting budget conditions, undertaking internal and externally required studies and reports, determining variances to plan, and offering remedies to current or potential budget problems; includes substantial use of FMS and other systems;
- Interacts with the Office of Management and Budget (OMB) on a daily basis; serves as advocate for the agency on budget and other OMB matters. Monitors agency items currently before OMB;
- Drafts, researches, and reviews funding proposals associated with expense, capital or revenue budget matters; prepares letters of transmittal; works on issues or matters concerning other units within the Bureau that affect budgeting; reviews and prepares modification requests;
- Supports the review of scopes of work and cost estimates for capital requests; prepares expense and capital plan documents; develops, reviews, and monitors cost reduction programs and analyzes fiscal impact of existing or proposed operational policies;
- Assists with administering expense and revenue budgets by processing budget modifications, reviewing contracts and hiring plans;
- Prepares technical budget documents, including surplus/needs analyses, spending plans, analytical reports and briefings on related budgetary issues;
- Attends meeting, prepares briefing notes, and interacts with senior managers; offers guidance and recommendations on budget and related matters as necessary; and,
- Supports other areas of the agency on matters related to the expense, capital and revenue budget as requested; performs related assignments and special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Business, Finance, Economics, Public Policy Analysis/Administration, or a closely related field and three (3) or more years of progressively responsible experience in budgetary planning/management, financial analysis, public policy analysis/administration, or a closely related field; or
 2. Master's degree in Business, Public Policy Administration, Finance, Economics, or related field, and two (2) or more years of relevant experience as described in "1" above; or
 3. Education and/or experience equivalent to "1" or "2" above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Professional public sector experience (ideally NYC) in budgeting, economic or fiscal analysis expected;
 - Power user of Microsoft Excel, Access, Crystal, and FMS strongly preferred;
 - Ability to use formulas and pivot tables to analyze large data sets and effectively format spreadsheets for presentation and review;
 - Demonstrated ability to complete budgetary projects and analyses independently with minimal supervision;
 - Ability to work with a variety of software applications and experience analyzing large and complex data sets is expected;
 - Strong interpersonal, analytical, quantitative, writing, and organizational skills expected.
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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: April 11, 2018	POST UNTIL: Until Filled	JVN: 015/018/069
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The NYC Comptroller's Office is an Equal Opportunity Employer