



CITY OF NEW YORK - DEPARTMENT OF CONSUMER AFFAIRS

Ensuring consumers and businesses benefit from a fair and vibrant marketplace.

JOB VACANCY NOTICE

Office Title:	Budget Analyst	JVN #	866-10-007
Civil Service Title:	Staff Analyst, L1 - Per diem / 35 hours per week		
Title Code Number:	12626	Salary :	\$23.87/\$27.45* (\$43,614/\$50,156*annual) <i>*minimum with two years of continuous city service</i>
Division/Work Unit:	Finance	Work Location:	42 Broadway
Hours/Shift:	9am - 5pm	No. Positions:	1

JOB DESCRIPTION
Reporting directly to the Director and Deputy Director of Finance, the candidate will ensure that the agency delivers New York City services efficiently and accountably. The candidate will complete financial reports, analyze financial and budgetary trends within the agency, enforce existing financial procedures, and explore ways of improving those procedures. The candidate will also be responsible for aiding in the preparation, maintenance and submission of the agency's budget, and will often have to use independent initiative and judgment to solve problems, complete projects and meet tight deadlines. In addition, the candidate will perform liaison functions including improving communication between relevant city agencies, community groups, and staff within the agency. Candidates must be quick learners with excellent evaluation, analytical and research skills, and be able to deal quickly and efficiently with budgetary issues, questions, or requests from multiple sources, both internal and external. This work will also involve monitoring and tracking agency expenditures and revenue. Other projects may be assigned as needed by the Director or Dep

PREFERRED SKILLS

- Excellent verbal, written, communication, and organizational skills
- Excellent research skills and ability to write clearly
- Excellent analytical skills
- Must be highly proficient with Excel and demonstrate familiarity with FMS or other budgetary/analytical programs
- Ability to work independently and as a member of a team in a fast paced environment with tight deadlines and team sensitive projects
- Ability to interact with staff at other governmental offices
- Must be responsible, flexible, and hardworking
- Knowledge of NYC budgeting and accounting systems preferred

CIVIL SERVICE QUALIFICATION REQUIREMENTS

1. A master's degree from an accredited college 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 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; in management or methods analysis, operations research, organizational research or program evaluation; 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, or fiscal management; or in a related area.

PLEASE NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland or Orange County.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER INDICATING JVN # TO:

Email (as MS Word only) Jobs@dca.nyc.gov
 Mail Personnel Division
 JVN # 866-10-007
 New York City Department of Consumer Affairs
 42 Broadway, 8th Floor
 New York, NY 10004

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 10/09/09	Post Until: Filled	JVN #: 866-10-007	
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The City of New York is an Equal Opportunity Employer