

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

Civil Service Title: Associate Staff Analyst	Level: N/A
Title Code No: 12627	Salary: \$62,260.00/\$71,599.00 -\$92,704.00 Frequency: ANNUAL
Office Title: Budget Analyst	Work location: 101-07 Farragut Road Brooklyn, NY 11236
Division/Work Unit: Administration/Maintenance & Repair Administration	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2946 POSITION#: 428

Job Description

The Department of Homeless Services is comprised of 2,000 employees and with an annual operating budget of approximately \$1 billion. DHS is one of the largest organizations of its kind committed to preventing and addressing homelessness in New York City.

The NYC Department of Homeless Services (DHS) seeks an Associate Staff Analyst to work in the Maintenance, Repair and Capital Construction unit. The selected candidate will oversee the expense and capital budgets and manage the flow of encumbrances and invoices generated by the unit. Specific responsibilities may include, but not limited to: accurately maintain the Contract Line-Item Budgets. This includes budget development, budget modifications, and expense monitoring functions for the contracts; answer inquiries and resolve budget issues for the unit. Interact and work closely with Agency fiscal staff to monitor the OTPS budget and report on contract balances; maintain availability of sufficient budget funds for payments to be processed within the city-wide Financial Management System (FMS). Forecast expenditures and perform substantive financial analysis as needed; and create and produce financial reports on a monthly and on an ad-hoc basis.

PERMANENT INCUMBENTS ONLY

Qualification Requirements

1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) 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, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or 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, social services program planning/evaluation, or fiscal management; or in a related area; or
2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and three years of satisfactory full-time professional experience in the areas described in "1" above.

Preferred Skills

Preference will be given to candidates with NYC budget and procurement experience utilizing FMS. Candidates must have strong interpersonal skills, the flexibility to manage multiple priorities and deadlines, and a strong working knowledge of spreadsheets and databases.

Residency Requirement

New York City residency is generally 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 determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

Post Date: 11/12/2015

Post Until: 11/27/2015

JVN: 071-2016-222479

The City of New York is an Equal Opportunity Employer.