

CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE			
Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$51,369 - \$79,741*</u> <u>\$59,074 - \$79,741**</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Community Coordinator</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Budget & Fiscal Operations/Budget</u>		
Job Description:			
<u>OPERATIONAL:</u>			
<ul style="list-style-type: none">• Create budget modifications in the City Financial Management System (FMS) for both Personnel and Other than Personnel Spending.• Assist in the reconciliation of the internal operating budgets with FMS to make sure that the initial budget, modifications and chargeback's are posted correctly.• Serves as a liaison between General Services and the Budget Unit to review and approve/review purchase orders (POD's and DO1's).• Prepare and submit quarterly updates to the Spending Plan for Office of Management and Budget (OMB) via FMS and other budget exercises such as the Miscellaneous Revenue and Monthly Variance reports as requested by OMB.• Participate and prepare all aspects of the Capital Budget for DFTA (mostly updates to the Capital Plan) and Certificates to Proceed for vehicle and equipment projects.• Act as a main liaison in providing information to OMB and internal DFTA units on budget modification and other budget request.			
<u>ANALYTICS:</u>			
<ul style="list-style-type: none">• Maintain, create, update and prepare statistical reports using spreadsheets.• Assist in the preparation of the Annual Update.• Review and analyze grant budgets prepared by Grant Directors.			
<u>OTHER:</u>			
<ul style="list-style-type: none">• Execute special projects as assigned by Fiscal and Budget Operations Senior Management.			
*Non-City rate			
**City incumbent rate			
Minimum Qualifications:			
<ol style="list-style-type: none">1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above;2. High School graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties described above; or3. Education and /or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.			
Preferred Skills:			
Graduation from an accredited college with a baccalaureate degree in finance or related field equivalent experience.			
The ideal candidate should possess the following skills:			
<ul style="list-style-type: none">• Advanced skills in Excel such as the ability to use Pivot tables, Vlookups and to create transparent spreadsheets.• Ability to work independently and work well with others.• Organized with a strong attention to detail.• Knowledge of the Financial Management System FMS 2 and FMS 3.• Excellent oral and written communication skills.			
NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.			
<u>TO APPLY</u>			
Please be sure to submit a resume & cover letter when applying.			
All current City Employees may apply by going to Employee Self Service (ESS) http://cityshare.nycnet/ess			
Click on Recruiting Activities/Careers and Search for Job ID #366347			
All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#366347			
Please do not email, mail or fax your resume to DFTA directly.			
Posting Date: October 11, 2018	Post Until: Filled	JVN No. 125-19-11CW	

WE ARE AN EQUAL OPPORTUNITY EMPLOYER