

## **Administrative Staff Analyst (Non-Managerial)** **Office of the ADGM for Finance**

### **JOB DESCRIPTION:**

Reporting to the Deputy Director, the successful candidate will be responsible for managing and monitoring the day-to-day activities, with a focus on financial impact, including but not limited to construction, financial statements and management of the developments for over 30,000 units throughout the city. In addition, candidate will provide assistance with the coordination of NYCHA's obligations under the mixed finance transaction and ensure delivery of the \$200+ million of tax credit equity. Responsibilities shall include, but not be limited to the following:

1. Develop a strong programmatic understanding of agency policies, procedures and tax credit regulations.
2. Identify and recommend solutions to operational issue that may have a fiscal impact on the agency.
3. Generate ideas to improve existing programs and infrastructure.
4. Develop, test and implement recommendations for improving efficiency.
5. Forecast revenues and expenditures.
6. Review and evaluate requests related to the needs of the properties.
7. Establish benchmark costs.
8. Assess, define and develop long term capital plan for selected portfolio.
9. Develop property budgets; manage technical budgetary exercises; analyze expenditure trends and budget variances.
10. Develop performance standards, metrics and performance goals.

### **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, or a closely related field, and two years 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; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel 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. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

**EXPERIENCE /SKILLS PREFERRED:**

1. Two to four years budgeting experience.
2. Highly motivated, self-starter with the ability to think critically.
3. Solid understanding of finance and accounting.
4. Strong organizational skills.

**Interested candidates may fax cover letter, resume, to (212) 306-5194, e-mail to [HR.Recruitment@nycha.nyc.gov](mailto:HR.Recruitment@nycha.nyc.gov) or mail to:**

**New York City Housing Authority  
Human Resources Recruitment Unit  
90 Church Street, 5<sup>th</sup> Floor  
New York, NY 10007  
Attn.: Senior Recruiter  
Job Code: Office of the ADGM, Finance**

*NYCHA is an equal opportunity employer*