

**THE CITY OF NEW YORK
OFFICE OF MANAGEMENT & BUDGET
75 Park Place
New York, NY 10007-2146**

JOB TITLE: Budget Analyst

DESCRIPTION:

The duties of this position require and encompass the following:

- Primary responsibility for monitoring a City Agency's expense and capital budget; preparing technical and programmatic budgetary exercises with minimal supervision, and assisting in the preparation and review of the Agency's expense and capital budgets as needed
- With minimal supervision, preparing and researching special projects such as reviewing expenditures and allocations for the Agency's seasonal budget, given deadlines and time frames.
- Estimating fiscal impact of management decisions and policies
- Identifying and recommending solutions to operational issues with fiscal impact
- Reviewing Agency's ongoing fiscal requests and formulating appropriate recommendations
- Monitoring and expediting all budget modifications and agency restructuring proposals, ensuring compliance with approved financial plans and cost effective techniques
- Reviewing and monitoring cost reduction programs
- Evaluating the impact of Federal and State budget policies
- Evaluating legislative proposals

SALARY & QUALIFICATIONS: (\$52,438)

Master's degree in Business, Public Administration, Finance, Economics or a field related to the specific assignment; or a Bachelor's degree and a minimum of two years of full-time experience in budgetary planning/management, financial analysis, public policy analysis or a related field

All candidates must possess strong quantitative and analytical skills, computer skills and strong written and verbal skills. Candidates must also show an interest in public sector employment.

BENEFITS:

OMB offers a generous benefits package, including paid overtime and/or accrued compensatory time. Often analysts receive opportunities to broaden responsibilities after 1-2 years. Promotion opportunities can exist vertically (within one's unit) and horizontally (to a different unit within the agency).

HOW TO APPLY:

Forward a resume and cover letter to:

**NYC Office of Management & Budget
Human Resources Management - Recruitment
75 Park Place - 8th Floor
New York, NY 10007
E-mail: nycombrt@omb.nyc.gov**

**THE OFFICE OF MANAGEMENT & BUDGET AND THE CITY OF NEW YORK
ARE EQUAL EMPLOYMENT OPPORTUNITY EMPLOYERS**

**You must be a City resident within 90 days of the date of appointment,
and you must be legally eligible to work in the United States.**