

City of New York
FINANCIAL INFORMATION SERVICES AGENCY
Job Vacancy Notice

Civil Service Title: Computer Systems Manager	Level: M1
Title Code No: 10050	Salary: \$49,492/\$53,373-\$95,000
Office Title: Business Analyst	Work location: 450 West 33 St, New York NY
Division/Work Unit: Fin Sys, Business Team	Number of Positions: 1
Hours/Shift: Monday - Friday 9am to 5pm	
Job Description	
<p>Under the direction of the FISA Business Manager, the Business Analyst will work in the Financial System Group and will support the initial phases of FISA's Debt Management System (DMS) initiative. The candidate will also receive direction from the DMS Manager. Responsibilities will include: Working closely with Business Owners to determine best strategic & tactical approaches to data entry; Analysis of debt issuances, as necessary, in order to facilitate upload of bond, tax and state law details into the Debt Management System; Working with users to identify and resolve issues with current deployment of DMS & DMS reports; Assisting business owners with User Acceptance testing efforts by documenting and executing test cases; Interfacing with high level city managers and fixed income staff at numerous financial institutions.</p>	
Qualification Requirements	
<p>1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using mainframe, mini- or micro-computer technology in computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing, at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, database administration, or planning of data processing or in the supervision of staff performing these duties; or 2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above; or 3. A four-year high school diploma or its educational equivalent and six years of experience as described in "1" above; or 4. Education and experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.</p>	
Essential Skills	
<p>Experience at a financial institution with fixed income instruments (preferably municipal bonds, public finance). Strong Microsoft Office experience (Excel, MS Access, Word, etc) and be able to author and package design deliverables; Experience in writing and executing ad-hoc reports from a 3rd party tool (e.g., Crystal, Cognos); Project management experience and able to manage requirements design, test and implementation phases of the software development life cycle; In depth understanding of various financial concepts (e.g., financial calculations, industry entities and their roles in a bond underwriting, simple and complex financial instruments); Strong interpersonal skills with ability to facilitate meeting discussions, broker issue resolutions, and articulate decision points; Strong oral and written communication skills as necessary for the authoring of key deliverables and interaction with senior management; Strong understanding of NYC bond component features and ability to rapidly learn more about them; Professional demeanor and attention to exacting detail preferred.</p>	
To Apply:	
<p>Please e-mail resume to: jvn-6867@fisa.nyc.gov</p> <p>Be sure the JVN# you are interested in is clearly indicated in the upper right hand corner of your resume.</p> <p>PLEASE NOTE: Applications that do not reference a JVN # will be considered incomplete.</p> <p>While all complete applications will be given consideration, only candidates selected for an interview will be contacted by FISA.</p> <p>P386</p>	
Post Date: 10/09/2009	Post Until: Filled
JVN: 127-2010-006867	

The City of New York is an Equal Opportunity Employer.