

DEPARTMENT OF ECONOMIC DEVELOPMENT
Vacancy Announcement

Position Title: Senior Budgeting Analyst

Grade: SG-18

Salary Range: \$52,293- \$66,494

Appointment Type: Permanent

Due Date: 1/5/15

Negotiating Unit: PS&T

Jurisdictional Class: Competitive

Department: Fiscal Management

Location: 625 Broadway, Albany, NY 12245

Responsibilities:

Incumbent will work on a team in the Fiscal Management Office with a focus on the following duties:

- Review/assess Agency Program budgets, evaluate expenditures and prepare reports on expenditure
 - Interact with Business Services Center and/or Statewide Financial System (SFS) and OSC as necessary to resolve funding issues
 - Assist with preparation of SFS journals for allocation of agency funds as well as carry out assigned tasks using the budget and expenditure modules in SFS
 - Prepare queries and reports of program and contract funding from SFS
 - Budget Preparation: Assists in the preparation of the agency's annual budget request.
 - Budget Development: Assist in the gathering, review and analysis of budget information to obtain pertinent budgetary evaluative material and develop appropriate recommendations for effective and efficient utilization of available resources.
 - Budget Implementation & Monitoring: Assist in the preparation of department spending plans.
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Minimum Requirements:

Candidates must have permanent status as a Senior Budgeting Analyst, Grade 18, and be eligible for lateral transfer; OR be eligible to transfer via Section 52.6 of the Civil Service Law to the Senior Budgeting Analyst title.

Contact Information:

Contact Name: Michelle Pemberton

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Human Resources Office
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Additional: Qualified candidates should forward a resume to email address above, which clearly indicates how the minimum qualifications are met.

New York State is an equal opportunity/affirmative action employer

12/17/14