

City of New York
DISTRICT ATTORNEY KINGS COUNTY
Citywide Job Posting Notice

Civil Service Title: Community Coordinator	Level: 00
Title Code No: 56058	Salary: \$80,000 (Annual)
Title Classification: Non-Competitive	
Business Title: Senior Budget Analyst	Work Location: 350 Jay Street, Brooklyn NY
Division/Work Unit: Fiscal and Budget Planning	Number of Positions: 1
Job ID: 547131	Hours/Shift:

Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Senior Budget Analyst in the Fiscal Bureau's Budget and Grants Analysis Unit.

The Fiscal Bureau's Budget and Grants manages the primary financial functions of the agency with the responsibility of planning and monitoring the agency's \$130 million budget (FY23), which supports a staff of more than 1,200 employees' ensuring and managing State and Federal revenues; maintaining and reconciling agency bank accounts; payment of invoices annually; and monitoring its financial health by reviewing financial statements and audits. Responsible for the financial management of grants received by KCDA; monitoring agency fiscal activity and conducting expenditure analyses; ensuring regulatory compliance; and analyzing fiscal operations.

The Senior Budget Analyst's duties and responsibilities include, but are not limited to:

- Analyze operations, projects, and agency budget activities to develop more efficient, effective service delivery and improved budget management for the Kings County District Attorney's Office.
- Prepare projects and presentations, collect data, structure analyses, and formulate recommendations.
- Manage assigned projects including the preparation of the annual budget, hiring plans, and capital projects.
- Work with Procurement, Payroll, IT, and Human Resources on cross-Bureau projects and problem-solving.
- Work and exchange information with Grant Manager on shared projects, grants work, and quarterly agency condition memos. Create processes that enable information sharing.
- Monitor financial activities and manage agency fiscal condition projections and various trackers. Assess fiscal conditions and develop recommendations for addressing issues and recommendations for operational adjustments. Identify variances from plans, new needs, and funding reallocations. Communicate results of analyses and present findings to Deputy Director and Chief Fiscal Officer.
- Administer the budget by processing budget modifications, reviewing hiring actions, and performing other necessary budget actions. Attend Unit meetings and coordinate budget actions with Bureau and supervisory staff.
- Complete OMB's Office of Budget Review expense and revenue exercises. Complete revenue sharing agreement reporting to OMB taskforce.
- Provide verbal and/or written responses to requests for information by KCDA supervisory staff, Mayor's Office, and City and State auditors/monitors.
- Obtain, track, record, and analyze data.
- Develop and maintain appropriate spreadsheets and databases.
- Review reports and studies as they relate to KCDA programs and operations and prepare summary memoranda and communicate impact to supervisory staff.

** As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency. **

Minimum Qualification Requirements

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; or
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 as described above; or
3. 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.

Additional Information

Candidates must meet the additional requirements:

- A bachelor's degree from an accredited college and four years of professional experience in the areas described in one or a combination of the following: Working with the budget of a large public or private concern budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluations; in personnel or public administration, recruitment, portion classification, personnel relations, employee benefits, staff development, employment program planning, social services program planning/evaluation, or fiscal management; or related area. AND 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.

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

Preferred Skills

- Experience with grants management, budgetary planning/management, financial analysis, and/or public policy analysis. Working knowledge of the New York City, State, and Federal budget policies and procedures is helpful.
- Strong quantitative and analytical skills and the ability to communicate verbally and in writing; excellent computer skills are necessary including expertise and familiarity with Crystal Reports, FMS, and Microsoft Excel.
- Excellent interpersonal skills with proven ability to effectively interact with all levels of the organization; an ability to work independently and meet deadlines; and strong organizational skills with attention to detail.
- A master's degree from an accredited college in economics, finance, accounting, business or public administration, statistics, personnel administration, labor relations, political science, urban studies, or a closely related field; AND
At least two years of full-time professional experience explained above is preferred.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss it with the agency representative at the time of interview.

To Apply

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted. For Non-City/External Candidates: Visit the [External Applicant NYC Careers site](#) and type "DA - Brooklyn" on the search line. Then locate the Job ID number. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

Posting Date: 8/22/2022

Post Until: 9/21/2022

The City of New York/Kings County District Attorney's Office is an Equal Opportunity Employer