



# Division of the Budget

## **Budget Fellow Expenditure/Debt Unit Fiscal Planning Team Reference #21-16**

The Fiscal Planning Unit is responsible for the development and management of the State's Financial Plan and capital market activities. We provide senior policymakers with options for achieving and maintaining balanced budgets, funding capital projects, issuing debt, and addressing emerging public finance problems. In this role, we work with senior policymakers, state agencies, public authorities, and outside advisors to monitor, analyze, and make recommendations on matters affecting the State's financial position.

The person we hire will be responsible for the financial oversight of specific functional areas of the State Financial Plan. Financial oversight includes, but is not limited to, reviewing and tracking planned versus actual results, developing and adjusting cash-flow forecasts, assessing trends, understanding and scoring new initiatives and savings measures, and identifying and monitoring risks. The person will also be expected to work on strategic projects within the unit.

### **Responsibilities of the Budget Fellow on the Fiscal Planning Team would include, but are not limited to:**

- Execution of the Enacted Budget Financial Plan in a manner that adheres to overall fiscal policies and State spending controls and benchmarks.
- Production of the State's quarterly issued Financial Plan report to the legislature and public.
- Identify, analyze, and explain emerging risks and opportunities affecting the Financial Plan, and options to address them.
- Perform financial forecasting, reporting and operational metrics tracking.
- Analyze past results, perform variance analysis, identify trends, and make recommendations for improvements.
- Recommend actions by analyzing and interpreting data and making comparative analyses.
- Provide support to examiners and agency staff in setting fiscal policy, determining appropriate funding mechanisms, transactional steps, and reporting methods.
- Work with independent groups to summarize information comparing New York with other states.

### **Qualification/Skills:**

- Strong analytical and quantitative skills;
- Good interpersonal communication (written and verbal), and problem-solving skills; and
- Strong fluency with Excel formulas and functions and other Microsoft applications.

### **How to Apply:**

To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#) and select "Fiscal Planning" in the Professional Interests section. Applications are held in the Division's resume database for six months, after which candidates may reapply to be considered for future opportunities.

If you require assistance in applying for employment with the New York State Division of the Budget, or if you have any questions about working for the Division, please contact [personnel@budget.ny.gov](mailto:personnel@budget.ny.gov).

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**