Budget/Finance Budget and Policy Analyst
Administrative Services Unit

Reference #22-85

The successful candidate will be part of a team responsible for the development, analysis, and oversight of the budget for the Division of the Budget; monitoring and reporting on fiscal operations; and assisting in Finance Office responsibilities.

Responsibilities of the Budget and Policy Analyst on the Budget/Finance team would include, but are not limited to:

- Developing and presenting budget recommendations for new and existing program areas, and evaluating proposals advanced by the Legislature;
- Ensuring that spending controls, applicable statutes, and administrative guidelines are followed when reviewing the fiscal and programmatic operations of an agency’s budget;
- Preparing budget, expense tracking, and monthly disbursement reports for internal and external use;
- Managing budget/finance transactions in the following Statewide Financial System (SFS) modules: Commitment Control, Accounts Payable/Receivables, Purchasing, and General Ledger;
- Assisting with the procurement and approval process of invoices, which includes communication with the proper State contacts to ensure invoices are approved and paid in a timely manner;
- Preparing and submitting Minority and Women-Owned Business Enterprises (MWBE) and Service-Disabled Veteran-Owned Business (SDVOB) assignments; and
- Working closely with Office of the State Comptroller, Statewide Financial System and Business Service Center liaisons on various budget/finance office processes.

Qualification/Skills:

- Strong analytical, written, verbal and interpersonal skills;
- The ability to think creatively and strategically;
- Skills to successfully manage multiple assignments with tight deadlines, while showing attention to detail;
- The ability to work both independently and as a member of a team; and
- Proficiency in the use of office technology and Microsoft applications.

How to Apply:
To be considered for this or future positions with the Division of the Budget (DOB), please complete the Online Employment Application and select “Agency Finance” in the Professional Interests section. Applications are held in the DOB’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 DOB, please contact personnel@budget.ny.gov.

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