



BUDGET AND FINANCE ANALYST

Administrative Services Unit

Salary: \$56,655 - \$67,119

Reference #EX-AD-03

Advance your career in government finance, management, and public policy at the New York State Division of the Budget (DOB)! DOB develops, negotiates, and implements one of the largest government budgets in the country, which provides the fiscal roadmap for State programs, policies, and services.

We are seeking motivated analysts and critical thinkers to join our team. DOB analysts rely on their skills for creative problem solving, attention to detail, and comprehensive communication to respond to emerging challenges, identify and develop solutions, and ensure the fiscal health of the State.

DOB's Budget & Finance section is responsible for the development, analysis and oversight of the operational budget for our organization, the Division of the Budget. This position provides the incumbent with the opportunity to learn the intricacies and dynamics of the budget process with a unique view of the budget's impacts and interplay with agency finance responsibilities.

There will also be opportunities to work collaboratively with the Human Resources, Training & Staff Development, and other internal teams to understand program and DOB-wide needs to manage and implement DOB's budget.

Responsibilities

Budget and Finance Analysts at DOB are typically involved in:

- Understanding, monitoring, managing and adhering to spending controls, applicable statutes and administrative guidelines.
- Developing in-depth knowledge of the agency, including detailed analysis of budgetary and spending trends, potential impacts on program operations, and collaborating with staff to understand operations, issues, and challenges.
- Drafting recommendations and materials to guide decision-making, including articulating nuanced issues, illustrating trends and projections, and synthesizing data.
- Managing the State's Financial Plan including by projecting and monitoring spending trends, identifying challenges, and working with counterparts to mitigate fiscal risks.

This position will also require the candidate to perform day-to-day functions that include:

- Preparing spending projections based on the analysis of personal and non-personal service transactions and reviewing new requests to ensure spending is within budget.
- Analyzing spending and processing transactions to support daily operations.
- Auditing contract/purchasing invoices accuracy and traveler expense reports for compliance with established rules and guidelines.



- Participating in the continued development and compliance with DOB's initiatives and goals for the Minority and Women-Owned Business Enterprises (MWBE) and Service-Disabled Veteran-Owned Business (SDVOB) programs.
- Serving as an agency liaison on various budget/finance topics with internal and external stakeholders.

Qualifications

Minimum qualifications for our title series can be found on our [Salaries and Career Paths](#) page. Candidates for this position should demonstrate the following:

- Ability to work both independently and collaboratively with diverse stakeholders.
- Fluency in Excel formulas and functions, and other Microsoft applications.
- Strong written, visual, and verbal communication skills.

The ideal candidate will have analytic ability and a willingness to learn. Key skills for this role include objectivity, flexibility, and adaptability. Mandatory overtime may be required.

Benefits of Working at DOB

Learn about DOB's benefits: including health and wellness perks; work-life balance programs; and learning and development opportunities at <https://www.budget.ny.gov/employment/benefits.html>.

Experience of Working at DOB

Entry level analysts benefit from the knowledge and mentoring of seasoned staff while learning policy development and implementation. For more on what it's like to work at DOB, check out DOB's Employment [video series](#).

How to Apply

To be considered for this or future positions with DOB, please complete the [Online Employment Application](#) and select "Budget Fellow" as the Title Applying For. Select [Agency Finance](#) in the Professional Interests section for this specific vacancy. Applications are held in DOB's resume database for three months, after which candidates may reapply to be considered for future opportunities.

If you require assistance in applying for employment with the DOB, or if you have any questions about working for DOB, please contact CareerOpportunities@budget.ny.gov.

AN EQUAL OPPORTUNITY EMPLOYER

The Division of the Budget is proud to be an equal opportunity employer. We celebrate diversity and encourage women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity and/or expression, age, veteran status, disability status, arrest record or criminal conviction history, or any other category protected by law.

We are happy to provide religious accommodations during the hiring process for those in need. If you have a disability or special need that requires a reasonable accommodation, please send a request to Accessibility@budget.ny.gov.