



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT JOB VACANCY NOTICE

Office Title: Budget Associate

Salary: \$59,116 - New City Employees
\$67,983 - 2 years of city service

Civil Service Title: Community Coordinator

Title Code & Schedule: 56058– Full Time

The Office of the Brooklyn Borough President is seeking a highly motivated, forward-thinking, and creative professional to serve as its Budget Associate within the Budget Unit. The Budget Associate will report directly to the Director of Capital & Expense Budget and work collaboratively with the operations team, playing an integral role in helping to assist with processing budget modifications, ensuring that budget codes have sufficient funds, and assisting with Capital Funding. The Budget Associate will also be responsible for the following:

- Manage, monitor, and maintain budgets of service contracts, which include modifications, amendments, operational analytics, and customer service.
- Act as main liaison with community partners to provide financial information, assistance, and guidance, respond to inquiries and resolve budget related issues.
- Create, develop, and produce recurring and ad-hoc reports for oversight agencies or agency initiatives as directed.
- Ensure contracts are adequately encumbered and funded for payment and perform budget actions in a timely manner.
- Assist with the coordination of capital allocations.
- Forecast expenditures, perform substantive analysis, and identify trends.
- Perform special projects as assigned and provide assistance to other units within the division, as needed.

Minimum Qualifications 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 three 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 two years of experience as described in “1” above.

Preferred Skills:

- A baccalaureate degree in business/finance and two years of experience in any business, finance, or budget related field.
- Skills in Excel such as the ability to use Pivot tables, V-look-ups and to create transparent spreadsheets.
- Knowledge of the FMS NetSuite Financial System.
- Previous knowledge of New York City procurement processes.

- Ability to work independently.
 - Excellent oral and written communication skills.
 - Takes initiative to identify ways in which processes can be improved.
 - Superior organizational skills with strong attention to detail.
 - Excellent customer service skills with ability to problem-solve.
 - Strong analytical background that can use data to produce models, summary statistics and reports.
 - Comfortable with embracing technology to support and enhance operations.
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To apply: Submit a resume, cover letter, work portfolio, and the contact information for three professional references to BKBPHR@brooklynbp.nyc.gov with the subject line “Budget Associate” Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The Office of the Brooklyn Borough President is an Equal Opportunity Employer and is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, LGBTQIA+ people with disabilities, and veterans are encouraged to apply. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site because of your disability. You can request reasonable accommodations from the EEO office at Ricardo.newball@brooklynbp.nyc.gov. The City of New York is an Equal Employment Opportunity Employer

New York City residency is required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two (2) continuous years may also be deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at [Public Service Loan Forgiveness | Federal Student Aid](#).

Post Date: August 18, 2023

Post Until: Until Filled

JVN #: 012-003-024
