
Job Title	Analyst, Expense Budget
PVN ID	VA-2109-004248
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Building Performance Lab
Status	Full Time
Annual Salary	\$56,013.00 - \$84,862.00
Hour(s) a Week	35
Closing Date	Nov 08, 2021 (Or Until Filled)

General Description

Through its partnership with the City of New York, CUNY's Building Performance Laboratory is hiring qualified energy management professionals to serve as on-site consultants and fill critical staffing capacity needs at the Department of Citywide Administrative Services' ("DCAS") Division of Energy Management ("DEM"). For background, DEM serves as the hub for energy management for City government operations. DEM develops the City's annual Heat, Light, and Power Budget; manages the City's electricity, natural gas, and steam accounts; helps agency partners identify and pursue energy-saving opportunities; does energy efficiency and clean power generation projects across the City's portfolio; and implements operations and maintenance best practices. Specifically, DEM is tasked with leading the City's efforts to reduce emissions from City government operations 40 percent by 2025, 50 percent by 2030, and 80 percent by 2050 from baseline.

For this specific role, on behalf of DEM, CUNY BPL seeks to hire an Analyst, Expense Budget to help reduce emissions and energy consumption across the City by supporting the Deputy Director, Budget in management of DEM's programmatic and operational expense budgets.

The Analyst, Expense Budget position is intended to serve as a new hire position, originally funded under an FY20 Executive Financial Plan New Need. The Analyst, Expense Budget role was created to support the Deputy Director, Budget in management of DEM's programmatic and operational expense budgets. DEM's programmatic budget has more than doubled over the two past fiscal years, creating a need for additional support in the Budget Group. Currently, DEM has a programmatic budget of over \$95M and an operational budget of \$400k. Over the past year and a half, the Director and Deputy Director, Budget have been able to keep operations moving by putting in additional hours in the office, shifting their focus from capital budget planning and out year budgeting and requesting assistance from other team members, as needed. Although this has worked in the interim to maintain the expense budget's integrity, it has limited their capacity to focus on other important tasks. The Analyst, Expense Budget position is essential to mitigate risk and enable DEM to maintain adequate financial controls. If this position is not filled it will directly impact the ability for the division to

effectively manage City Tax Levy funding and achieve DEM's aggressive emissions reductions goals.

Other Duties

Under this assignment, the person's responsibilities may include the following:

1. **Supporting the management of DEM's programmatic and operational expense budgets:** The person will support the management of DEM's programmatic and operational expense budgets at a project, program, and business unit level. S/he will process purchase and encumbrance requests; track inter-agency transfers; monitor contract funding levels; process invoices and payment requests; forecast and record actual expenses at a budget code level and reconcile them against FMS; and recommend and initiate budget code modifications. The person also will maintain up-to-date DEM expense budget records.
1. **Supporting internal and external expense budget coordination:** The person will support the Deputy Director, Budget in coordinating with DEM staff, DCAS FBM, OMB, client agency budget staff, and external vendors on expense budget issues as needed. S/he will help prepare for regular budget status meetings to ensure that DEM staff and management remain fully apprised of spending.
1. **Assisting with the development of expense budget procedures and tools:** The person will work with the Deputy Director, Budget to develop new and refined procedures and tools to streamline expense budget planning and tracking. These tools include, but are not limited to, expense budget planning and tracking spreadsheets and standard operating procedures (SOPs).
1. **Supporting the development of new needs requests and cost savings initiatives:** The person will support the Deputy Director, Budget in the development and submission of financial plan new needs and savings proposals. They also will help with other related requests as needed.
1. **Supporting overall budget analysis and reporting:** As requested, the person will perform analyses and research assignments related to DEM's budget. In addition, the person will help perform necessary budget reporting, including, but not limited to, providing updates to DEM management and preparing Budget Hearing testimony.

Qualifications

The ideal candidate will bring the following skills and experience to this position:

The preferred candidate will bring the following skills and experience to this position:

- At least 2 years of City budget experience.
- Deep knowledge of FMS and high proficiency in Excel.
- Excellent written and oral communication skills.
- Strong quantitative and data analysis skills.
- Independent self-starter. Takes initiative; is tireless in follow-up; and overcomes all obstacles to complete the task at hand.

Minimum Required Qualifications

1. A master's degree from an accredited college in economics, statistics, finance, management, business administration, public administration, public policy or related field; or
2. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in one or more of the course areas of economics, statistics, finance, management, mathematics, business administration, public administration, and public policy, 12 semester credits of which must have been in economics; **and** one year of satisfactory full-time experience in one or more of the fields of finance; economic, fiscal or statistical research; policy analysis; or quantitative, business, market or financial analysis.
3. Graduate semester credits in any of the areas described in "1" above may be substituted for the undergraduate semester credits on the basis that each 3 graduate semester credits may be substituted for 6 of the required undergraduate semester credits.
4. In addition to meeting the minimum requirements, candidate must have at least one additional year of full-time experience listed in "2" above.

NYC residency may be required for continued employment

Immigration sponsorship is not available