
Job Title	Senior Budget Analyst
PVN ID	VC-2212-005307
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Office of Capital Budget and Finance
Status	Full Time
Annual Salary	\$51,550.00 - \$65,604.00
Hour(s) a Week	35
Closing Date	Jan 13, 2023 (Or Until Filled)

General Description

Reporting to the Director of Capital Budget and Finance for the University in the Office of Budget and Finance. Capital Budget and Finance manages over \$4 billion in funding for all CUNY capital projects. In addition to supporting the comprehensive five-year request for funding on behalf of the University each year, Capital Budget and Finance manages the administrative processes that enable CUNY to access state and city capital funding. The senior budget analyst will assist in all capital budget and finance functions, including utilizing the State Financial System (SFS) and the City Financial Management System (FMS).

Other Duties

Under the supervision of the Director of Capital Budget and Finance, the Senior Budget Analyst will:

- Prepare written city and state requests for approvals to use funds for capital projects;
- Forecast University-wide program spending;
- Complete and create spending and analytic reports;
- Participate in the preparation and completion of the capital budget request book for the University;
- Update databases of financial and programmatic information;
- Coordinate state minor repair fund budgets; and
- Provide analytical support for various unit activities.

Qualifications

- Bachelor's degree
- 5+ years of experience working with budgets, on financial issues or other related areas, MBA or graduate level math degree a plus;

- Strong Microsoft Suite skills, in particular, Excel, Word, and PowerPoint;
- Excellent communication and interpersonal skills, including strong writing skills;
- Highly organized, detail-oriented, and able to manage multiple project deadlines simultaneously;
 - Demonstrated ability and willingness to work independently with minimal day-to-day supervision;
 - Ability to think on one's feet and quickly analyze and solve problems;
 - Proven ability to work with diverse populations;
 - An overall work style that reflects confidence, integrity, initiative, flexibility, and sound judgment;
 - Experience with State of New York or City of New York capital budgets is
 - Experience transacting in New York Statewide Financial System (SFS) budget modules is a plus.
 - The ability to create or modify pivot tables and generate look-up formulas in Excel a plus