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<b>Job Title</b>	SENIOR BUDGET ANALYST
<b>PVN ID</b>	VC-2301-005356
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
<b>Department</b>	CAPITAL BUDGET
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$61,500.00 - \$76,300.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 16, 2023 (Or Until Filled)

## General Description

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Reporting to the Director of Capital Budget and Finance for the University in the Office of Budget and Finance, the duties of this position will encompass the following activities:

## Other Duties

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- Coordinating State and City capital-related exercises and plans.
- Participating in the preparation and completion of the capital budget request book for the University.
- Conducting detailed analysis of requests for capital budget allocations for State and City projects undertaken by the University Capital Budget Office, which includes:
  - review of project scopes of work, including contract change requests.
  - quantitative and qualitative analysis of project costs.
  - and preparation of written reports with recommendations.
- Entering budget funds and coding into Enterprise Resource Planning systems including Oracle PeopleSoft (State Financial System and CUNY First), NYC's Financial Management System (FMS), and the PMWeb project management application.
- Reviewing and coordinating the submissions of capital projects to the State and City of New York.
- Analyzing data and other documents to ensure completeness and compliance with capital eligibility standards.
- Preparing analytical reports and briefings on related programmatic and budgetary issues.
- Using the SFS, FMS, PMWeb systems to review funding requests, process budget modifications, and make changes to align the capital plan to projects' budget.
- Working with the Department of Design Construction and Management (DDCM), colleges, schools, and other CUNY departments to analyze and prioritize capital budget needs for inclusion in the Capital Commitment and financial plans, and the Ten-Year Capital Strategy.
- Working collaboratively with members of the University community and other agencies including oversight

on financial plans, policy initiatives and other matters as necessary.

## Qualifications

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- A baccalaureate degree from an accredited college and a minimum of two years of full-time experience in budgetary planning/management, financial analysis, public policy analysis or a related field; OR a Master's degree in Business, Finance, Accounting, Economics, Public Administration or a related field.
- Demonstrated quantitative and analytical skills.
- Ability to use Excel formulas and pivot tables to analyze large data sets.
- Ability to effectively format spreadsheets for presentation and review.
- Excellent written, verbal, and interpersonal communication skills.
- Resourceful problem-solver who proactively seeks out answers to complex questions.
- Positive team-player committed to achieving both personal and shared goals.
- Must be able to work evenings and weekends as needed.