



Office of the Mayor

**Administrative Services  
Fiscal Operations**

**Position Title:** \_\_\_\_\_ Budget Manager \_\_\_\_\_

**Job ID Number:** \_\_\_\_\_

**About the Office:**

The Mayor's Office of Administrative Services is responsible for coordinating the day-to-day operations of the Mayor's Office and agencies under City Hall; oversees City Hall's \$60M+ budget; manages the strategic planning and hiring of talent and resources; and provides technical support to staff. Administrative Services comprises six units: Fiscal Operations, Human Resources, Management Information Systems, Payroll and Timekeeping, Facilities and Construction Management, and the Print Shop. Additionally, the Office has a dotted-line oversight of the DCAS chauffeurs assigned to Senior Cabinet.

**About the Role:**

The Budget Manager will have a dual reporting structure to the Deputy Director of Fiscal Operations and the Chief Administrative Officer. The budget manager will assist in managing both the personnel and the Other Than Personnel Services (OTPS) budgets. Working with Mayor's Office units, the selected candidate will monitor expense budgets and capital projects and provide financial planning and reporting. As part of the Fiscal team the selected candidate will conduct analysis, monitor expenses, approve transactions, and process budget modifications to accentuate fiscal wellness. The ideal candidate will ensure that the administration's leadership is making financially sound decisions.

Responsibilities include but are not limited to:

- Act as a key partner on all budgetary matters including analysis and reporting, primarily supporting OTPS and staffing related budget needs;
- Provide financial analysis and strategic input to facilitate high-level decision-making by management;
- Monitor spending patterns and implementing measures to promote adherence to budgets;
- Conduct quantitative and qualitative analysis of budgets, expenditures, funding requirements, outcomes, and cost-effectiveness;
- Prepare and present analytical reports, and written summaries to management related to programmatic and budgetary issues;
- Develop and maintain recurring reports representing budgetary, purchasing and expense data;
- Conduct internal audits, perform bank reconciliations and/or make recommendations;
- Establishing standards, systems and procedures to guide the administration of organizational budgeting and fiscal compliance;
- May supervise staff, approve, and assign tasks;
- Assist with special projects as needed, and lead other duties, as assigned.

**Qualifications:**

- Bachelor's Degree; and 2 years of financial analysis experience
- Experience working at a New York City agency strongly preferred
- Demonstrated analytical skills and experience coordinating research.
- Demonstrated presentation and data analysis skills including the ability to gather and synthesize large amounts of information and to focus quickly on the essence of an issue.
- Proficiency in Microsoft Excel, PowerPoint and dataset analysis.
- Excellent written and verbal communication skills, including the ability to translate technical information into accessible forms. Clear, effective writing style is a must.
- Fluency with City Financial systems and reporting, in particular FMS and PASSPort

**Salary Range:**

Commensurate with experience.

**To Apply:**

Please send a copy of your resume, a cover letter, and three (3) references to [Candidate Application](#)

**New York City Residency Is Required Within 90 Days of Appointment**

**The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.**

The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcomed to apply.

For current job opportunities in the NYC Mayor's Office visit the [Mayor's Office Job's Page](#)

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 as a result of your disability. You can request reasonable accommodations by contacting the EEO Office at [EEO@cityhall.nyc.gov](mailto:EEO@cityhall.nyc.gov).

*As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.*