

NEW YORK CITY COUNCIL JOB POSTING			
Position	Legislative Financial Analyst	Work Hours	9am – 5pm, varied late nights, weekends
Division	Finance	Open Date	02/04/2016
Number of Positions	2	Close Date	Until Filled

DUTIES AND RESPONSIBILITIES

Are you ready to put your financial and public policy analysis skills to work to help the City Council shape and support local policy, pass the New York City Budget, as well as provide ongoing operational oversight over one or more City agencies? If so, the New York City Council's Finance Division is the place for you. Several opportunities with the Finance Division team are available to cover major program areas including Education, Social Services, Infrastructure, and Government Operations.

Key responsibilities include:

- Provide expert financial analysis and input to the City Council Committee(s) you are assigned;
- Review and monitor the budgets of city agencies. All analysts handle one or more City agencies and are responsible for tracking actual and projected agency spending and revenues, agency contractual spending and capital project planning, implementation and costs;
- Prepare reports and analyses on budget and fiscal matters for Council budget and oversight hearings;
- Staff City Council Committee task forces which prepare legislative, budget and oversight hearings, monitor agency performance, and follow a broad range of public policy issues;
- Prepare fiscal analyses for proposed legislation;
- Prepare analyses on special research questions as directed by the director and/or deputy director;
- Represent the Finance Division and Council at high level meetings and events with City agency Commissioners, union leaders and issue advocates;
- Make presentations to Council Members and staff on key budget and agency issues; and
- Advise elected officials and senior staff on budget and policy matters.

REQUIREMENTS

Ideal candidates will have an educational background in public policy, economics, finance, business, government administration or a related area, with a demonstrated interest in public service and superior writing skills. Work experience or study of government operations, budgeting and policy is desirable. A master's degree is strongly preferred and recent graduates are encouraged to apply. Experience working or volunteering with New York City agencies, labor unions, or advocacy groups is especially desirable. Candidates should demonstrate excellent quantitative and analytic skills, the ability to express themselves clearly and concisely both in writing and orally, and the ability to work under tight deadlines. Fluency with Excel is optimal.

New York City Residency Required within 90 Days of Appointment

HOW TO APPLY

Qualified candidates should forward a cover letter, resume, and salary history to:

MAIL: New York City Council
Administrative Services
Attn: Recruiting Unit/Finance
250 Broadway, 16th Floor
New York, NY 10007

FAX: (212) 788-7061

E-MAIL: recruiter250b@yahoo.com

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER