

Job Description

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Job Posting Notice**Job Details**

Job ID:	306666	# of Positions:	1	
Business Title:	ANALYST			
Civil Service Title:	COMMUNITY COORDINATOR	Title Code No:	56058	Level: 00
Title Classification:	Non-Competitive			
Job Category:	Finance, Accounting, & Procurement			
Career Level:	Entry-Level	Proposed Salary Range:	\$ 60,000.00 - \$ 70,000.00 (Annual)	
Work Location:	350 Jay St, Brooklyn Ny			
Division/Work Unit:	Budget and Financial Planning			

Job Description

The Kings County District Attorney's Office located in the Metrotech area of Brooklyn, New York, has an exciting opportunity to work as an Analyst in the Fiscal Bureaus and Grants Analysis Unit.

The Fiscal Bureau manages the primary financial functions of the agency with responsibility of planning and monitoring the agency's \$100 million budget (FY18), which supports a staff of more than 1,200 employees' ensuring and managing State and Federal revenues; maintaining and reconciling agency bank accounts; payment of invoices annually; and monitoring it's financial health by reviewing financial statements and audits.

The successful candidate will possess the abilities to plan, implement and evaluate a comprehensive grant seeking effort based on agency goals, opportunities and priorities; Supports a staff of more than 1,200 employees' ensuring and managing State and Federal revenues; maintaining and reconciling agency bank accounts; payment of invoices annually; and monitoring it's financial health by reviewing financial statements and audits. We are seeking a high energy self-motivated individual who is results-driven and adept at relationship management.

Analyst duties and responsibilities include, but are not limited to:

- Analyze operations, projects, and agency budget activities to develop more efficient, effective service delivery and improved budget management for the Kings County District Attorney's Office.
- Prepare projects and presentations, collect data, structure analyses, and formulate recommendations.
- Manage assigned projects including the preparation of the annual budget, hiring plans and episodic projects like VOIP.
- Work with Operations, Payroll, IT and Human Resources on cross-Bureau projects and problem solving.
- Work and exchange information with Grant Manager on shared projects, grants work, and quarterly agency condition memo. Create processes that enable information sharing.
- Monitor financial activities and manage agency fiscal condition projections and various trackers. Assess fiscal conditions and develop recommendations for addressing issues and recommendations for operational adjustments. Identify variances from plans, new needs and funding reallocations. Communicate results of analyses and present findings to Deputy Director and Chief Fiscal Officer.
- Administer the budget by processing budget modifications, reviewing hiring actions, and performing other necessary budget actions. Attend Unit meetings and coordinate budget actions with Bureau and supervisory staff.
- Complete OMB's Office of Budget Review expense and revenue exercises. Complete revenue sharing agreement reporting to OMB taskforce.
- Provide verbal and/or written responses to requests for information by KCDA supervisory staff, Mayor's Office, and City and State auditors/monitors.
- Obtain, track, record and analyze data.
- Develop and maintain appropriate spreadsheets and databases.
- Review reports and studies as they relate to KCDA programs and operations, and prepare summary memoranda and communicate impact to supervisory staff.

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

- At least one to two years' experience with grants management, with demonstrated experience in grant writing. Additional experience in budgetary planning/management, financial analysis and/or public policy analysis is helpful.
- Strong quantitative and analytical skills and the ability to communicate verbally and in writing. Excellent computer skills are necessary including expertise and familiarity Crystal Reports, FMS and Microsoft Excel.
- Excellent interpersonal skills with proven ability to effectively interact with all levels of the organization; an ability to work independently and meet deadlines; and strong organizational skills with attention to detail.

To Apply

To apply click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

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