An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Associate Budgeting Analyst, SG-23

Location: One Commerce Plaza, Albany **Business Unit: Office of Financial Management**

Negotiating Unit: Management Confidential (MC)

Please note that a change in negotiating unit may affect your salary, insurance and other benefits.

Salary: $90,678 - $113,292

Appointment Status: Permanent

The New York State Department of Financial Services seeks to build an equitable, transparent, and resilient financial system that benefits individuals and supports business. Through engagement, data-driven regulation and policy, and operational excellence, the Department and its employees are responsible for empowering consumers and protecting them from financial harm; ensuring the health of the entities we regulate; driving economic growth in New York through responsible innovation; and preserving the stability of the global financial system.

The Department of Financial Services is seeking candidates for the position of Associate Budgeting Analyst in the Office of Financial Management. Duties include, but are not limited to, the following:

- Reports to Assistant Director of Financial Administration;
- Oversees the team responsible for analyzing, reporting and monitoring accounts payable processes;
- Collaborates with higher level staff to develop improvements in accounts payable systems;
- Collects data on factors such as services provided at a given location, program changes, workloads, unit costs, workload trends, and cost projections;
- Analyzes data pertaining to the subject matter, considers alternative solutions, and develops recommendations based on findings;
- Prepares or supervises the preparation of various reports and correspondence related to accounts payable activities;
- Advises agency staff on accounts payable matters involving interpretation and application of fiscal rules and regulations of State and federal agencies;
- Prepares expenditure forecasts comparing prior program workload activities and expenditures with anticipated staffing, workload, and program changes;
- Supervises subordinate staff engaged in activities to support the accounts payable process;
- Works with Procurement Unit to confirm invoices entered into the internal Accounts Payable system aligns with contracted rates and all required supporting documents are in compliance with the contract;
- Coordinates with Business Units to confirm the services and goods that are invoiced into the internal Accounts Payable system have been received;
- Compares the information contained in Accounts Payable system with the information in the Statewide Financial System (SFS) for approval of payment of invoices;
- Monitors current year available cash and appropriation levels to ensure pending invoices can be processed;
- Manages available prior-year appropriation levels for invoices that are paid out during the carry-out and lapsing periods; and
- Completes all other duties as assigned.

Appointment Method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for 31-134010.

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Sections 70.1 or 52.6 of the Civil Service Law. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website.

Please note that under Civil Service Law, an employee cannot have two consecutive upward 70.1 or 52.6 transfers without an intervening eligible list appointment if such transfers would exceed two salary grades.

Promotion: One year of permanent service as a Senior Budgeting Analyst.

Non-Competitive Promotion (NCP): In accordance with Section 52.7 of the Civil Service Law, if the number of qualified candidates who apply for the position is three or less, a permanent appointment can be made, at agency discretion, by non-competitive promotion of an applicant who meets the minimum qualifications.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than September 9, 2026** to the email address listed below. Please include the Box # **(Box ABA-00506)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Please be advised that the New York State Department of Financial Services does not offer sponsorship for employment visas.

Tyler Lebel
Box ABA-00506
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: recruitment@dfs.ny.gov
Fax: (518) 402-5071

All candidates that apply may not be scheduled for an interview.

Public Service Loan Forgiveness

Employment with New York State qualifies an individual for Public Service Loan Forgiveness (PSLF). This program forgives the remaining balance on any Direct Student Loans after you have made 120 qualifying monthly payments while working full-time for a U.S. federal, state, local, or tribal government or not-for-profit organization. To learn more about the program and whether you would qualify, please visit: https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service

AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

All people with disabilities are encouraged to apply to all jobs for which they meet the minimum qualifications.