

**City of New York**  
**Financial Information Services Agency**  
**450 West 33<sup>rd</sup> Street, 4th Floor**  
**New York, NY 10001**  
**Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Computer Systems Manager	<b>Level:</b> M1
<b>Title Code No:</b> 10050	<b>Salary:</b> \$45,758/\$49,346-\$100,738
<b>Office Title:</b> Budget/Accounting Business Analyst	<b>Work location:</b> 450 West 33 <sup>rd</sup> Street, NYC
<b>Division/Work Unit:</b> Information Systems	<b>Number of Positions:</b> 3
<b>Hours/Shift:</b> Monday – Friday 9am to 5pm	

**Job Description**

The Financial Information Services Agency (FISA) has a vacancy for a Budget/Accounting Business Analysts to support the Financial Management System (FMS). The Budget/Accounting Business Analyst is responsible for financial, budget, or procurement questions, functional requirements definition, design, implementation and maintenance support of the FMS system applications under the direction of the designated Entity Manager as a full-time member of the support team. This position will work closely with the Project Manager, Functional Design Lead, Comptroller, OMB and key business partners to develop, prioritize and implement product initiatives, production support needs. The Primary Responsibilities include: Perform analysis of existing business accounting practices that resulted in an analysis that identified gaps to a financial system including such areas as: general ledger, chart of accounts, accounts payable, accounts receivable, fixed assets, 1099 reporting, budget preparation, budget maintenance • Validate test plans/scripts and perform final reviews of test results •Support regularly scheduled budget or accounting business events, e.g. annual closes, encumbrance sweeps, financial plan generation •screen call center/user requests to assist with resolution Prioritize and implement production support needs and initiatives• Working in a functional/technical capacity with a good understanding of business processes, relational databases and table structure Collaborating with release teams to provide analysis, design, development and testing guidance and support. Streamline implementation and support of project systems • Updating documentation and improving processes Gathering requirements, designing, building and testing production break/fixes and enhancements.

**Qualification Requirements**

1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using mainframe, mini- or micro-computer technology in computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing, at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties; or 2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above; or 3. A four-year high school diploma or its educational equivalent and six years of experience as described in "1" above; or 4. Education and experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.

**Essential Skills**

Hands-on, in depth knowledge of accounting or budgeting business processes and practices (knowledge of government accounting a strong plus), 2-3 years experience as a production support analyst. 2-3years experience working with planning, process and analysis/reporting tools such as; Oracle, SQL, Crystal Reports, MS Access, Excel, MS Project and MS Visio Knowledge and skill in using the following is a plus: TSO, JCL, SQL,AIX/Oracle scripts, ETL and Cobol Excellent communication (oral and written), interpersonal, and organizational skills are required. Strong analytical and problem solving skills (i.e. analysis, problem re-creation and very detailed oriented).

**To Apply:**

**Please e-mail resume to: [fisajobs@fisa.nyc.gov](mailto:fisajobs@fisa.nyc.gov) Or fax to: (212) 857-1026**

**Or mail 2 copies to:**

Financial Information Services Agency  
 Director, Human Resources  
 450 West 33<sup>rd</sup> Street, 4J  
 New York, NY 10001

**Be sure the JVN# you are interested in is clearly indicated in the upper right hand corner of your resume.**

**PLEASE NOTE: Applications that do not reference a JVN # will be considered incomplete. While all complete applications will be given consideration, only candidates selected for an interview will be contacted by FISA.**

<b>Post Date:</b> 03/19/07	<b>Post Until:</b> FILLED	<b>JVN:</b> 127-07-0432	<small>For Agency Use Only</small> <b>NV-14/52, P 301</b>
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**FISA is an Equal Opportunity Employer.**