

**City of New York**  
**Financial Info Svcs Agency**  
**450 West 33 St**  
**New York City, NY 10001**  
**Job Vacancy Notice**

**Civil Service Title:** COMPUTER SYSTEMS MANAGER      **Level/Grade:** M1  
**Title:** 10050      **Salary:** \$45,758/ \$45,758- \$100,738  
**Office Title:** Business Analyst  
**Division/Work Unit:** Fin Sys, Bus Analys      **Number of Positions:** 4  
**Hours/Shift:** Monday Friday 9am to 5pm  
**Work location:** 450 West 33 St, New York NY

**Job Description**

The Business Analyst will support the Financial Management System (FMS) in Accounting, Budget, and Procurement areas. Responsibilities will include investigating and resolving software issues and defects reported by business users and business owners; Analyzing and documenting business requirements; Working with technical analysts to research problems and find and implement solutions; Communicating with software vendors to request service regarding software defects; Testing software to ensure it meets specifications and identifying any defects; Supporting business users in the processing of business events; Running simulations of business event processing; Communicating the status of any issues and assignments to management.

**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) and experience as a production support analyst (preferred). Experience working with planning, process and analysis/reporting tools such as; Oracle, SQL, Crystal Reports, MS Access, Excel. Excellent communication (oral and written), interpersonal, and organizational skills are preferred. Strong analytical and problem solving skills (i.e. analysis, problem re-creation and detailed oriented).

**To Apply:**

Please e-mail resume to: [jvn-0796@fisa.nyc.gov](mailto:jvn-0796@fisa.nyc.gov) Or fax to: (212) 857-1026

Or mail 2 copies to:

Financial Information Services Agency  
Director, Human Resources  
450 West 33rd 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.

P244, P368, P369, P379

**Post Date:** January 17, 2008

**Post Until:** Filled

**JVN:** 127- 2008- 000796

**The City of New York is an Equal Opportunity Employer.**