



One Larkin Center
Yonkers, New York 10701
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Bernard P. Pierorazio
Superintendent of Schools

Joseph J. Bracchitta
Chief Administrative Officer

January 23, 2012

RE: BUDGET ANALYST
(12 Months Salary Schedule) \$59,592-\$86,784.

The following **PROVISIONAL BUDGET ANALYST** position is available on the Central Office, Salary Scale.

Finance Department

- Qualified personnel may apply by sending in a RESUME along with a written request for an interview for this position to:

Teresa Bellino
Personnel Department
Yonkers Public Schools
One Larkin Center
Yonkers, NY 10701
tbellino@yonkerspublicschools.org

TYPICAL WORK ACTIVITIES:

Analyzes operating procedures in various departments to determine cost analysis and to improve productivity;
Reviews departmental expense accounts insuring allocations do not exceed and expenditures are properly charged to accounts;
Assists in budget preparation including revenue and expense analysis;
Develops and improves budgeting, management and reporting systems;
Prepares comprehensive narrative and tabular records and reports;
Updates computerized systems in preparation of budget and account records.

MINIMUM QUALIFICATIONS: EITHER

- A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Finance, Accounting, Marketing, Business or Public Administration and four (4) years of experience in financial analysis or administration, involving budget preparation and the conduct of productivity studies, organizational studies or a related field; or
- B) Graduation from a regionally accredited or New York State registered two year college or

Public Administration and six (6) years of experience as described in (A); or

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- C) Graduation from high school or possession of a High School Equivalency Diploma and eight (8) years of experience as described in (A) and (B); or
- D) An equivalent combination of education/training and experience as defined by the limits of (A) through (C).

PLEASE RESPOND ON OR BEFORE, Wednesday, February 8, 2012

This position is in the competitive class. There will be a Civil Service Examination. Notices will be posted when the examination is to be held.