



Westchester County Board of Legislators

FISCAL ANALYST - BOARD OF LEGISLATORS WESTCHESTER COUNTY, NEW YORK

Westchester County's Board of Legislators is currently searching for a **Fiscal Analyst**. Under general supervision, the successful candidate will participate in the review and analysis of fiscal matters, including but not limited to assisting and advising on departmental requests for funding, contracts and county budget development, oversight and management.

The Westchester County Board of Legislators is the legislative, policy-making branch of county government that has been in operation, in one form or another, for over 300 years. It is to Westchester what the US Congress is to the United States. The powers of the County Board of Legislators are enumerated in the County's charter. A key power of the Board concerns finances: appropriating funds, approving the budget and levying taxes.

The County's location is ideal, with the Long Island Sound on the southeast and the Hudson River on the west. It has retained much of its rural character, while adopting the urban and suburban lifestyles dictated by its close proximity to New York City. Urban and suburban, a unique blend of new and old, Westchester County is a great place to live and work.

Some of the duties of this position include:

- ◆ Prepares financial analyses and information as requested by the Chairperson of the Board of Legislators, the Chairperson of the Board's Committee on Budget & Appropriations, and other members of the Board;
- ◆ Assists in the preparation and review of the county budget; reviews and monitors, on an on-going basis the County's Operating Budget, Capital Budget, Special Districts Budget and Community College Budget and various community based organization contracts;
- ◆ Assists in the review and analysis of departmental requests for funding and services in County Government;
- ◆ Reviews legislation and provides information regarding the fiscal impact of same;
- ◆ Performs in-depth weekly review of all resolutions presented to the board of Acquisition & Contracts;
- ◆ Assists in the preparation of the County Board's annual operating budget request;
- ◆ Attends departmental board and commission meetings as assigned;
- ◆ Works on special projects as assigned;
- ◆ Uses computer applications or other automated systems such spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

The successful candidate will be dynamic, innovative and experienced with exceptional financial and administrative skills. Candidates with varied levels of fiscal experience in corporate, governmental or non-profit sectors are encouraged and welcome to apply. **Suggested training/experience:** Bachelor's Degree and 3 years of experience where the primary function of the position was in financial analysis, financial planning or financial forecasting, one of which must have been in the public sector.

NOTE: The incumbent must be appointed by the County Board of Legislators.

Compensation: **Fiscal Analyst - BOL** is an appointed position, reporting directly to the Director of Fiscal Affairs, with a salary range of \$50,000 - \$110,000. The compensation package includes comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and NYS retirement plan.

More information, including a full job description, can be obtained at <https://humanresources.westchestergov.com/employees> and selecting "County Job Descriptions". Interested candidates should submit a cover letter and resume which specifically addresses the applicant's relevant experience for this position to: BOLJobRecruitment@westchestergov.com. Important: Please indicate **Fiscal Analyst - BOL** in the subject line of your e-mail.

Westchester County Board of Legislators is an equal opportunity employer.