

STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110

VACANCY ANNOUNCEMENT #22-58

CLOSING DATE: CONTINUAL UNTIL FILLED – RESUME REVIEW TO BEGIN SEPTEMBER 18, 2022

This position is not in the Classified Service of New York State, but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.

Title:	Special Assistant DMNA Working Title: Financial Processes Coordinator (FPC)
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters - Directorate of Management and Budget - number or vacancies - 1
Salary Grade:	MC/NS
Salary Range:	Anticipated Hiring rate between: \$61,423 - \$63,000
Duties and Responsibilities:	<p>Following supervisory direction, the FPC is responsible for the administration and security aspects of the Statewide Financial System (SFS). Further, the FPC will assist in various aspects of budget and purchasing processes in the Directorate of Budget and Financial Management (MNBF).</p> <p>The FPC performs responsibilities in accordance with all current and amended, agency policies and procedures including National Guard Bureau (NGB) standards, specifically those requirements of the MCA, Federal and State statutes, and the contract bargaining agreement. The position may report to State and/or Federal supervisory personnel. This position is management/ confidential and is not covered under labor contract provisions within the DMNA.</p> <p>The position performs responsibilities and duties such as but not limited to:</p> <ul style="list-style-type: none">• Entering and updating data and tracking expenses, approvals and assignment of roles for SFS in accordance with the New York State rules and guidelines.• Will assist in budget reporting, monitoring, reviewing, analyzing, and ensuring compliance with budgetary procedures.• The incumbent will perform administrative duties as assigned.• The FPC will interact with vendors and ensure their ability to contract with New York State.

- May attend informational meetings, make formal presentations and/or answers technical questions as needed.
- Will work with Federal and State partners when necessary to accomplish tasks timely and efficiently.
- May be required to supervise subordinate staff.
- Provides technical guidance, direction and assistance to staff.
- Conducts pertinent audits and studies, analyzes data and develops appropriate recommendations.
- Prepares various reports and related correspondence.
- Assists the directorate with State Active Duty (SAD) active missions and its associated activities.
- Assists in purchasing and procurement processes as assigned.
- Provide strategic direction for projects by developing short and long-term project goals and developing timelines for implementation.
- Perform research and analysis for the assigned program area; and prepare reports for use by executive management.
- Develop and maintain partnerships with internal and external entities.
- May supervise staff or project teams.
- Additional duties as assigned.

JOB REQUIREMENTS:

- Must be proficient in Microsoft Office systems such as Word and Excel.
- Ability to perform tasks with minimal supervision.
- Ability to prioritize duties and responsibilities and ensure deadlines are met.
- Strong written and verbal communication skills.
- Strong organizational skills.
- Ability to interact and work well with various individuals to include co-workers, management, federal and state personnel, contractors and representatives from other agencies.
- Ability to train and supervise personnel when necessary.
- Ability to present materials to individuals or groups in a professional and articulate manner.
- Experience in multi-tasking and prioritizing multiple deadlines.
- Knowledge of State agency operations and policies.
- Ability to read and write in English.
- Demonstrate reliability and trustworthiness.
- Perform other duties as assigned.
- Ability to prepare written material in a clear and concise form.
- Ability to read, understand and apply laws, procedures, rules, regulations and guidelines where there are not clear precedents or procedures previously established.
- Must complete and attend training as required.
- May have to travel to meet job requirements, administer personnel activities, conduct presentations, etc.
- Travel may occur using various modes of transportation to include driving and/or flying.

	<ul style="list-style-type: none"> • Overtime will be required to meet operations; especially during civil emergency response missions. • Additional duties as assigned.
<p>Minimum Qualifications:</p>	<p>Bachelor's Degree in a finance related field of study and two (2) years of full-time experience in budgeting, accounting, bookkeeping, data gathering, payroll and/or financial analysis or similar duties and responsibilities.</p> <p style="text-align: center;">AND</p> <p>Must possess and maintain a valid driver's license to operate a motor vehicle in the State of New York. May be required to utilize vehicles for site visits and other travel. Must report any changes to supervisory chain and State Human Resources (MNHS).</p> <p>Must be at least 18 years old and have a High School Diploma or GED.</p> <p>Must be able to read and write in English.</p> <p>Must be able to work independently in Microsoft Office Suite software; more specifically Word and Excel.</p> <p>Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as SFS, and the Statewide Learning Management System (SLMS) and/or other computer training as related to duty assignments. Should related regulations, procedures and requirements change, additional training and/or certifications may be required.</p> <p>In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed - dependent on current regulation, a SECRET or other clearance may be required.</p> <p>*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience. When position will supervise: Preferably have at least one year of full-time supervisory experience.</p> <p>At all times, the employee <u>MUST</u> maintain minimum standards in accordance with current , and as amended, agency, statutory and NGB requirements and directives; failure to do so will subject the individual to disciplinary action, including possible termination.</p> <p>NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not</p>

	<p>include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Management for any further information regarding the position requirements.</p>
<p>How to Apply:</p>	<p>To be considered for interview, submit a cover letter and resume. In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying. Ensure to clearly note how you meet the minimum qualifications for the position. Please be certain to note any specific licenses or certifications in a skilled trade.</p> <p>If you are a former public employee retired within New York State currently receiving benefits, indicate this and the name of the retirement system in your cover letter.</p> <p>Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail.</p> <p>E-mail to: ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil FAX to: (518) 786-4969 For Questions: (518) 786-4830</p> <p>Mail to: New York State Division of Military and Naval Affairs State Human Resources Management 330 Old Niskayuna Road Latham, New York 12110-3514 Attn: Classifications</p> <p>POSITION WILL BE POSTED UNTIL FILLED.</p> <p><u>VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.</u></p>
<p>Subject of Interview:</p>	<p>ALL CURRENT PERMANENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE INTERVIEWED TO EVALUATE THEIR QUALIFICATIONS, TRAINING, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. THE REQUIREMENT TO PROVE QUALIFICATION SHALL REST WITH THE EMPLOYEE.</p> <p>ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.</p>
<p>POSTED: SEPTEMBER 1, 2022</p>	

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New York State is an Equal Opportunity/Affirmative Action Employer.