

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

VACANCY ANNOUNCEMENT #26-54

VACANCY ANNOUNCEMENTS CAN BE CLOSED 15 DAYS AFTER THE ORIGINAL POSTING DATE

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:	Associate Budgeting Analyst
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters • Directorate of Management and Budget – (1 vacancy)
Salary Grade:	SG-23
Salary Range:	Current Start Rate: \$91,464* Job Rate: \$109,650 (*All hires begin at "Start Rate" unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	Associate Budgeting Analysts prepare and supervise the preparation of agency budget estimates, program justifications and workload forecasts, narrative and tabular reports indicating agency expenditure components and monitor agency expenditures. The position is located in the agency's budgeting office and provides support to agency program managers. The Associate Budgeting Analyst position supervises staff performing budgeting, clerical and account clerical employees in preparing the agency's budget, monitoring expenditures, maintaining fiscal and accounting records, evaluating the efficiency and effectiveness of agency programs and preparing required forms and reports for submission to the Division of the Budget (DOB) and the Office of the State Comptroller (OSC). The critical budgeting responsibilities include not only the preparation of the agency's budget document but also the imposition and evaluation of expenditure controls; the evaluation of programs and their costs in terms of efficiency and effectiveness; the forecasting of future workload and cash expenditures; the review and oversight of personnel funding allocations and disbursements; and the evaluation of the necessary resources to implement new programs and services. The position performs responsibilities in accordance with New York State and National Guard Bureau (NGB) standards (and where applicable those

requirements of the Master Cooperative Agreement between the NGB and the DMNA), as well as agency and labor contract duties and responsibilities – current and as amended. The position may report to state and/or federal supervisory personnel.

Duties may include, but are not limited to, the following:

- Performs budget tasks affecting agency-wide programs.
- Monitors and evaluates personal and non-personal service funds and accounts to ensure funding is at the appropriate level.
- Compiles a draft agency annual budget proposal
- With consultation with fiscal officer and human resources, ensures personal service expenditures are in balance with projections and fiscal guidelines.
- Develops personal and non-personal service expenditure plans and manages funding disbursements, including federal funds.
- Will perform necessary budgeting transactions for operations involving the New York Military Forces (NYMF) to include emergency responses and standing activations. Will set performance goals, track expenditures, assist in establishing procedures, conduct training and various other tasks as necessary to maintain the military readiness standards.
- During emergency activations may assist with overseeing NYMF funding transactions to include personal service, meals, lodging, vehicle inventory, travel and other non-personal service expenditures.
- When appropriate, will assist in the evaluation, collection, reconciliation and submission of all necessary documentation for the submission of funding requests/reimbursement to the Federal Emergency Management Agency (FEMA) or other federal funding programs.
- Good knowledge of the techniques of forecasting expenditures.
- Working knowledge of the principles of cost analysis.
- Will supervise subordinate staff.
- Will present/conduct training on budget matters as required.
- Ability to present written reports verbally at conferences or with individual program managers.
- Ability to supervise and train subordinate staff.
- Ability to read and write in English.
- Demonstrate reliability and trustworthiness.
- Good verbal and written communication skills.
- Must have strong knowledge and skills using computer Microsoft Office Word and Excel software. Working knowledge of other software related to the trade specialty and/or agency operations is preferred.
- Must have or successfully complete training required for state and federal specific software and data systems such as the Statewide Learning Management System (SLMS) and the Statewide Financial System (SFS).
- Will complete and attend necessary training as required.
- May require schedule modifications and additional hours to meet operational requirements. This position is not overtime eligible.
- Periodic travel may be required using various modes of transportation.
- Performs all other duties as assigned.

**Minimum
Qualifications:**

One (1) year of full-time permanent State service in a position allocated to Salary Grade 18 or higher in which primary duties include professional level accounting, budgeting, administration, analysis, evaluation, and development of recommendations on major budget and expenditure decisions or similar duties and responsibilities. Supervisory experience is a plus.

OR

Bachelor's Degree from a regionally accredited college or university in finance, accounting, auditing or similar degree and four (4) years of full time, professional level experience in accounting or budgeting in a position whose primary responsibility involve the administration, analysis, evaluation, and development of recommendations on major budget and expenditure decisions. One year of full-time supervisory experience required.

OR

Associate's Degree from a regionally accredited college or university in finance, accounting, auditing or similar degree and six (6) years of full time, professional level experience in accounting or budgeting in a position whose primary responsibility involve the administration, analysis, evaluation, and development of recommendations on major budget and expenditure decisions. Two years of full-time supervisory experience required.

OR

Eight (8) years of full-time professional experience in the administration of accounting or budget and finance programs in an organization of 400 or more employees, or with multiple locations and at least 300 or more employees. Two years of full-time supervisory experience required.*

AND

Must be at least 18 years old and have a High School Diploma or GED.

Must be able to read and write in English.

Must have 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 in driver's license status to supervisory chain of command and/or Human Resources.

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 clearance may be required.

Must be familiar with and be able to independently use commonly utilized software programs such as Microsoft Word and Excel.

Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as SFS and SLMS and/or other computer training as related to duty assignments.

* Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate a combination totaling at least eight (8) years of full-time experience, including two years of full-time supervisory experience, and direct relevance to the job duties noted above.

At all times, the employee MUST maintain minimum standards in accordance with current agency requirements and directives noted above; failure to do so will subject the individual to disciplinary action, including possible termination.

NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not 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 Directorate for current information on minimum requirements for appointment. Please contact State Human Resources Directorate for any further information regarding the position requirements.

How to Apply:

To be considered for an interview, please submit your cover letter and resume to one of the following:

BY E-MAIL (PREFERRED METHOD):

Send to: nq.ny.nyarnq.mbx.mnhs-job-posting@army.mil

Subject line to say: Job Title and Location

BY MAIL:

New York State Division of Military and Naval Affairs
State Human Resources Management
330 Old Niskayuna Road
Latham, New York 12110-3514
Attn: Classifications

BY FAX:

(518) 786-6085

Fax Cover sheet to say: Job Title and Location

In your submission, please be sure to indicate **what position and location you are applying to.**

Ensure to **CLEARLY note how you meet the minimum qualifications** for the position.

Be sure to include any specific licenses and/or certification in a skilled trade.

Vagueness and omissions will not be resolved in your favor.

	For questions, please reach out to State Human Resources at (518) 786-4830. Vacancy announcements can be closed 15 days after the original posting date.
Subject of Interview:	ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. 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.
POSTED: JULY 24, 2026	

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