

Storm Recovery Financial Analyst

About Us:

The New York State (NYS) Office of Storm Recovery coordinates & implements State programs for Sandy, Irene & Lee for housing, business, infrastructure & community planning.

Description:

Governor Cuomo created the Office of Storm Recovery in June 2013 to centralize recovery and rebuilding efforts in storm affected municipalities throughout the State of New York. In close collaboration with local and community leaders in these areas, the Office is working to respond to communities' most urgent rebuilding needs while also identifying long-term and innovative solutions to strengthen the State's infrastructure and critical systems for the future. Storm Recovery programs include the NY Rising Housing Recovery Program, which provides homeowners with assistance for home repairs / rehabilitation, mitigation and elevations, and buyouts, and the Small Business program, which provides small business grants of \$50,000 or more, as well as low-interest loans.

Job Summary:

We are looking for 4 hardworking, proactive, enthusiastic and committed Analysts to support various quantitative analytical functions within the NY Rising Program.

- This is a full time position that is anticipated to be located in Manhattan, NY.
- Relocation reimbursement is not included.

Responsibilities:

- Support the development, implementation, maintenance and operation of various quantitative analytical tools such as databases, spreadsheets and or other systems.
- Monitor and report on program activities by actively participating and contributing to daily meetings, messages, reports and programs.
- Maintain tracking systems for various programs by proactively providing status and variance reports.
- Conduct research in support of reports, presentations, memos and letters documenting the status and progress of the program.
- Provide support in the development of policies and procedures related to the monitoring and reporting of various program activities.
- Provide analysis, review and reporting on contract documents, pay applications, change orders and other routine process documents related to the execution of the program.
- Follow established quality control and assurance measures for documents developed by the program
- Provide constructive and dedicated feedback to policy makers for decision support.

Desired Qualifications:

- Excellent communication and collaboration skills.
- Ability to utilize standard business applications such as Microsoft Excel, Word, Power Point, Outlook and Internet browsers.
- Advanced knowledge of Excel is required, including developing reports, calculations and pivot tables.
- Ability to utilize various database programs used in managing program activities such as acquisition, construction, payments and closeout
- Flexibility, ability to work in fast paced environment with changing priorities
- Ability to organize, prioritize and handle a large volume of work with multiple deadlines
- Ability to apply general program guidelines to specific cases
- Ability to work in teams of colleagues to accomplish tasks
- Good problem solving and analytical skills
- Ability to take direction, proactively solicit clarification, as necessary, and to complete tasks with minimum prescriptive supervision.

Minimum Qualifications:

- 1 year of applicable experience
- Four year degree from an accredited university or college; business management, finance, engineering, architecture degrees preferred.

If interested:

All candidates must submit a resume, 3 references, and letter of interest to StormRecoveryJobs@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.