

Position Title: Director of Financial Planning and Contracts for the Office to Prevent Gun Violence

Job ID Number: 24889

Location: New York, New York

ORGANIZATIONAL PROFILE:

The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor of the City of New York on criminal justice policy. MOCJ develops and implements strategies, with partners inside and outside government, to reduce crime and incarceration and to promote fairness and legitimacy. The Mayor's Office to Prevent Gun Violence, housed within MOCJ, is the backbone of citywide efforts to work with New Yorkers as partners in reducing the remaining gun violence in New York City.

JOB RESPONSIBILITIES:

The Director of Financial Planning and Contracts for the Office to Prevent Gun Violence, under the supervision of the Executive Director of the Office to Prevent Gun Violence and in partnership with MOCJ's Chief Financial Officer, oversees the day-to-day functions of OPGV's operating budget and contracts. The director performs core budget and duties as assigned by the Executive Director and supervises OPGV's budget analysts. Job responsibilities include, but are not limited to:

- Oversees the preparation of expense and revenue budgets for OPGV by working with MOCJ CFO and the New York City Office of Management and Budget (OMB) to process budget modifications and reviewing contract budgets.
- Provides regular reporting to upper management to track progress of spending and project completion. Develops tracking systems and projections that evaluate financial impact to agency operations.
- Leads monitoring efforts of all contracts and grants that are administered by OPGV. Duties include facilitating the grant application process, coordinating with outside agencies and organizations, monitoring awards, tracking of expenditures, and regular reporting to various funding authorities. Ensures that contractors and sub-recipients are in compliance with established MOUs and administrative and financial policies and procedures.
- Works with fiscal staff to recognize revenue on a timely basis. Manages coordination efforts with MOCJ fiscal staff, the Comptroller, OMB, and other outside entities to facilitate the acceptance of funding and appropriately submitting vouchers and payment.
- Coordinates responses to Single Audit, funder audits, and site reviews. Develops policies and procedures as necessary.
- In partnership with MOCJ's contract team, monitors OPGV contracts with non-profit organizations to assure that each vendor is meeting contractual services and performance goals. Candidates will be expected to have strong organizational skills to track vendor performance over the course of the contract term including, but not limited to, reviewing programmatic and fiscal reports, conducting site visits and providing technical support to vendors.

- Negotiates contracts that meet the policy objectives of MOCJ and OPGV, including adherence to the agency's performance guidelines, as well as the budget constraints applicable to individual contracts. Contract negotiations involve several rounds of editing and review before completion of the final project.
- Process procurements from inception to contract execution. This entails assuring adherence to the City's Procurement Policy Board rules, creating proper documentation, and registering procurements with the New York City Comptroller's Office.
- Manages, edits, and writes briefing reports and performs analysis for internal and external purposes as necessary.

REQUIREMENTS:

- Bachelor's degree and a minimum of four years of full-time experience in budgetary planning/management, financial analysis, public policy analysis or a related field, or a Master's degree in Business, Public Administration, Economics, Finance or a related field, and two years of relevant experience.

PREFERRED SKILLS AND QUALIFICATIONS:

- Experience in grant and budget monitoring/administration, specifically federal and state grants;
- Strong organizational, analytical, proofreading and writing skills;
- Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and within a fast-paced and team environment, paying close attention to detail, meeting deadlines and working well under pressure;
- Maintaining an enthusiastic work ethic, in addition to possessing excellent interpersonal skills, which includes being able to work well with others in a diverse team/work environment.

SALARY:

Commensurate with experience

TO APPLY:

Please submit a resume, cover letter and 3 references to [Candidate Application](#)

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers

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