



POSITION ANNOUNCEMENT

Title: Financial Planning & Analysis Analyst (FP&A Analyst)
Division: Finance and Accounting
Salary: \$68,017 - \$84,204
Location: Albany, New York

The New York State Environmental Facilities Corporation (EFC), a public benefit corporation, aids local governments, communities, and other eligible applicants throughout New York State to undertake critical water quality infrastructure projects by providing access to low-cost financing capital, grants, and expert technical assistance. EFC provides financial assistance from both the Federal and State levels in the form of loans, grants and guarantees as well as tax-exempt and taxable bonds in pooled and stand-alone public bond sales.

Minorities, people with disabilities, LGBTQ+, veterans, and women are encouraged to apply. EFC is committed to building and nurturing an inclusive workplace that strives for respect and promotes and values diversity. We believe that organizations that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective, or any other trait that makes an individual unique, are proven to be better organizations. Please consider joining our team as we work together to build a welcoming workplace where employees recognize that their unique characteristics, skills, and experiences are respected, valued, and celebrated.

To support our employees, EFC provides an outstanding benefits package similar to those offered to New York State employees. Our total compensation package includes, but is not limited to, leave benefits (13 holidays and paid vacation, sick, and personal leave); a comprehensive health insurance program including medical, prescription drug, dental, and vision plans; and membership in either the NYS and Local Retirement System, which is a defined retirement plan, or the Voluntary Defined Contribution Program.

Position Description

The Financial Planning and Analysis Analyst assists the Controller in monitoring the Corporation's financial and investing activities.

Essential Duties

Under the supervision of the Controller:

- Prepare the annual 5-year Budget & Financial Plan
- Lead EFC's administrative budgeting process, including analyzing the forward-looking impact of potential spending, personnel, and funding changes
- Update and maintain projections of EFC's debt service, interest income, and interest expense for long and short term financings
- Track spending against DOB budget appropriations, EFC grant awards, closed grant agreements, & funds advanced to EFC
- Create monthly variance analysis of actual vs budget
- Produce capitalization grant application budgets/data
- Prepare draws of EPA and New York State grant funding
- Understand and explain EPA, OMB, and New York State guidance pertaining to use of State and Federal funds received by EFC
- Create and maintain financial dashboards using Financial Edge NXT software to show the current, past, and future status of EFC's finances in a standard format
- Work with other Accounting Unit staff to structure journal entries, which produce data in a format usable for reporting software and budgeting purposes
- Maintain quarterly accounting workbook, trial balance, and underlying schedules
- Evaluate bond payable/receivable schedules and corresponding journal entries for current month's amortizations
- Assist with implementation of journal entry automation
- Act as a point of contact for the Division of Budget on all EFC financial matters
- Maintain personal service expense information and projections
- Implementation of process improvements and updates across Accounting & Debt Service units
- Provide backup for other Accounting unit functions as necessary
- Create, review, & update policies and procedures

Formal Qualifications

A Bachelor's degree in Accounting and 2-4 years of forecasting, budgeting, and financial statement preparation, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position, as determined by the Corporation. CPA, MS in Accounting, or MBA a plus.

Knowledge/Skills

A successful applicant will demonstrate:

- Strong analytical, problem-solving, and reading comprehension abilities with careful attention to detail and accuracy
- Knowledge of Generally Accepted Accounting Principles, including accounting theories, techniques and procedures and the ability to work with numerical data requiring accuracy
- Experience in preparing and analyzing budgets, financial statements, and creating financial projections
- Demonstrated understanding of loan and bond amortization schedules

- Excellent written and oral communication skills
- Proficiency with Microsoft Office products and databases
- Advanced proficiency in financial modeling using Microsoft Excel with experience in designing and using complex spreadsheets (lookup formulas, pivot tables, data presentation), Power Pivot a plus
- Organization and information management skills
- Evidence of successfully working with individuals of diverse backgrounds and experiences

Working Conditions and Physical Abilities

Work is performed in an office setting, with prolonged periods of sitting and fine manipulation skills required for computer use.

Application Requirements and Related Information

EFC encourages diverse applicants to apply and consider joining our team. Please submit cover letter and resume to humanresources@efc.ny.gov.

In compliance with Public Law 99-603, candidates selected for appointment must provide an original copy of documentation proving citizenship and/or legal right to work within three (3) days of effective date of appointment.

It is the policy of the State of New York and EFC to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, physical or mental ability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

It is the policy of EFC to provide qualified persons with disabilities an equal opportunity to participate in and receive the benefits, services, programs and activities of EFC, and to provide such persons reasonable accommodations and reasonable modifications as are necessary, to enjoy such equal opportunity, including accommodations in the recruitment process. Further, it is the policy of EFC to provide reasonable accommodation for religious observers.

It is the policy of EFC to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary aid or service to make this information available to you, please contact EFC's Human Resources Office at (518) 486-9267.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide their current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.