



An Equal Opportunity/Affirmative Action Employer
Announcement of Intention to Fill a Job Vacancy

Director Financial Administration 3, M-3

Location: One Commerce Plaza, Albany

Business Unit: Office of Financial Management

Negotiating Unit: Management Confidential (MC)

Please note that a change in negotiating unit may affect your salary, insurance and other benefits.

Salary: \$108,665 - \$137,319

Appointment Status: Permanent

The New York State Department of Financial Services seeks to build an equitable, transparent, and resilient financial system that benefits individuals and supports business. Through engagement, data-driven regulation and policy, and operational excellence, the Department and its employees are responsible for empowering consumers and protecting them from financial harm; ensuring the health of the entities we regulate; driving economic growth in New York through responsible innovation; and preserving the stability of the global financial system.

The Department of Financial Services is seeking candidates to fill the position of Director Financial Administration 3, M-3, in the Office of Financial Management located in Albany, NY. Duties will include, but are not limited to, the following:

- Participates in meetings with Executive Staff and Division Managers regarding all matters financial, including assessments, fines and fees levied and collected, expenditures and controls, budgetary forecasts, programmatic impact on fiscal operations, and reports on statewide and multi-agency developments;
- Provides input to Executive Staff and Division Managers from a financial perspective on developing policies for administrative and programmatic issues within the DFS, for the continuing merging of systems and discussion of resource allocation;
- Meets with staff from the NYS Division of the Budget and with the NYS Office of the State Comptroller on agency specific financial matters, including budget requests, funding, DFS accounts, etc., and responds to their questions and concerns;
- Directs and supervises the activities of the Budget and Travel Unit, Revenue Unit and the Procurement Unit by providing guidance to the Unit supervisors on operations, expectations, outcomes, reporting, personnel issues, scheduling, etc.;
- Responsible for enhancing customer service delivery, operational/streamlining efficiencies, consolidating diverging policies/procedures, etc.;
- Ensures that the collection of assessments, fines and fees imposed under the Financial Services, Banking and Insurance Laws is conducted appropriately and that all transactions are documented; directs the collection and administration of special funds;
- Ensures that the audits of various filings and taxes are defensible;
- Directs the maintenance of departmental accounts and expenditure controls;
- Directs major financial management functions, including but not limited to:
 - Contract Administration/MWBE and SDVOB Utilization/Purchasing
 - Accounts Payable
 - Budgeting
 - Travel

- Fleet Management
- Revenue/Assessments
- Works closely with Information Technology Services regarding the programmatic operation of current systems, development of system enhancements/redesigns, and regular system administration;
- Travel, on occasion as needed; and
- Other duties, as directed.

Preferred Skills

- Proficiency in financial systems, such as SFS, and Microsoft Suite, including Excel, Word, and Outlook.
- Experience directly managing complex and/or teams and other resources to achieve short and long-term priorities.
- Excellent analytical, organizational and multi-tasking abilities, and superior written/oral communication skills.
- Strong work ethic and customer focus with ability to achieve results in a fast-paced, challenging environment.

Appointment method:

Transfer: Candidates must have one year of permanent service in a title eligible for transfer under § 52.6 of the Civil Service Law.

Please Note that under Civil Service Law, an employee cannot have two consecutive upward 70.1 or 52.6 transfers without an intervening eligible list appointment if such transfers would exceed two salary grades.

Minimum Qualifications: Candidates must have one year of permanent service in a financial management, accounting, contract management, or budgeting position allocated to M-1 or higher.

Non-Competitive Promotion (NCP): In accordance with § 52.7 of the Civil Service Law, if the number of qualified candidates who apply for the position is three or less, a permanent appointment can be made, at agency discretion, by non-competitive promotion of an applicant who meets the minimum qualifications.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than March 5, 2024** to the email address listed below. Please include the Box # **DFA3-00600** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ryan Taratus
Box DFA3-00600
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: Ryan.Taratus@dfs.ny.gov
Fax: (518) 402-5071

All candidates that apply may not be scheduled for an interview

Public Service Loan Forgiveness

Employment with New York State qualifies an individual for Public Service Loan Forgiveness (PSLF). This program forgives the remaining balance on any Direct Student Loans after you have made 120 qualifying monthly payments while working full-time for a U.S. federal, state, local, or tribal government or not-for-profit organization. To learn more about the program and whether you would qualify, please visit: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

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 his or her 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 Office of Employee Relations at (518) 473-3130 or via email at response@oer.ny.gov.