



VECRA is seeking a Full-Time

Project Manager / Business Analysts / Administrative Staff Analysts: Budget and Economics

VECRA, Inc. seeks a Project Manager / Business Analyst / Administrative Staff Analyst in Budget and Economics to support the New York City Housing Authority with managing projects, analyzing business processes, and supporting budget and economic analysis activities.

COMPANY DESCRIPTION

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always:

Vigilant * Efficient * Collaborative * Responsive * Accurate

Job Description

The Project Manager / Business Analyst / Administrative Staff Analyst in Budget and Economics at NYCHA is responsible for managing projects, analyzing business processes, and supporting budget and economic analysis activities. This role involves coordinating project activities, analyzing data to inform decision-making, and ensuring that budget and economic strategies align with NYCHA's goals and objectives.

ROLES and RESPONSIBILITIES

- Assist in managing the Authority's Operating and/or Capital budget, including technical budgetary exercises
- Conduct research, prepare and present analyses



- Provide technical assistance
- Generate ideas to improve existing programs
- Evaluate the impact of Federal, State, and City budget policies on the budgets.
- Review and evaluate Operating and/or Capital Budget funding requests for eligibility and the impact on financial plan.
- Assist in managing the Authority's Operating and/or Capital budget, including technical budgetary exercises.
- Review and evaluate Operating and/or Capital Budget funding requests for eligibility and the impact on financial plan.
- Assist in evaluating budgetary proposals and estimating the fiscal impact of management decisions and policies.
- Review and analyze expenditure trends and budget variances.
- Conduct research; prepare and present analyses.
- Provide technical assistance in the preparation of the Authority's Operating, Revenue and/or Capital Budgets, consistent with the priorities of the Authority's Executive Management.
- Identify and recommend solutions to operational issues having an impact on the Authority.
- Generate ideas to improve existing programs, find new revenues and balance the Budget.
- Evaluate the impact of Federal, State and City budget policies on the budgets.
- Conduct research and labor costing analysis in preparation of collective bargaining and negotiation.
- Implement and monitor property-based budgeting in coordination with the Property Manager.
- Plan, implement, coordinate, and monitor grant funding for community related programs.
- Manage funding and headcount for Administering Departments

QUALIFICATIONS and REQUIRED SKILLS:

- 3 years' experience in community work or community-centered activities
- Experience in project management, business analysis, budget management, and economic analysis.



- Strong analytical and problem-solving skills, with the ability to interpret complex data and provide actionable insights.
- Proficiency in Microsoft Office Suite, particularly Excel, and project management software.

PREFERRED SKILLS

- Understanding of budgeting and planning processes
- Funding protocols
- Strong interpersonal, managerial, and organizing skills
- Analytical skills
- Computing skills:
 - Oracle Financials
 - Hyperion Financials
 - Microsoft Excel spreadsheet preparation

EDUCATION

- High school diploma or equivalent

OTHER

- **Duration:** Until 12/31/2024
- **Req Type:** Temporary
- **Salary:** Determined based on experience and education
- **Location:** Hybrid; New York, New York
- **Travel:** No

BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.



VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to HumanResources@vecrainc.com

with **Subject Line:** Project Manager / Business Analysts / Administrative Staff Analysts: Budget and Economics