



## IT Analyst, Budget and Procurement

Do you want to join a team that values Service, Collaboration and Excellence?

Do you want to work with an organization that is committed to serving its customers and community by providing clean, reliable, and affordable energy to Long Island and the Rockaways?

Is being part of a value-driven organization important to you?

**If yes, please check us out!**

### Who We Are

We are a team of motivated, engaged, and exceptionally talented self-starters, willing to roll up our sleeves and do what is necessary to get the job done. If you are interested in joining this dynamic team and have a passion to learn, develop, and want your experience to make an immediate impact, please apply.

To find out more about us, please visit our website: [www.lipower.org](http://www.lipower.org)

### What We Offer

We offer an environment of continuous development and growth with a thriving company culture, exceptional colleagues, and exceptional benefits. Our benefit package includes:

- ❖ Hybrid work options available and flexible hours
- ❖ Excellent health insurance
- ❖ No employee cost for dental and vision insurance
- ❖ Paid holidays and generous paid time off
- ❖ Professional development opportunities
- ❖ Educational assistance opportunities
- ❖ Multiple retirement plan options with company contribution
- ❖ Short-term and long-term disability coverage
- ❖ Flexible spending account with company contribution
- ❖ Life Insurance
- ❖ 529 College Savings Program
- ❖ \$300 Wellness Reimbursement

#### LIPA's Corporate Values

**Service:** Our work is service. Everything we do is for the benefit of our customers.

**Collaboration:** Operate as one LIPA team. Everyone is included.

**Excellence:** One plan, with relentless implementation. Clear performance goals.

## What You'll Do At LIPA

The Long Island Power Authority (LIPA) is seeking a detail-oriented and experienced IT Analyst, Budget and Procurement to join our dynamic team. The IT Analyst will be responsible for providing comprehensive analysis and oversight of our IT project budgets, ensuring financial accuracy and compliance with regulations and best practices. This role is pivotal in supporting the financial planning and management of technology projects within our organization. The IT Analyst reports to the Manager of IT Performance and Procurement and assists in reviewing monthly metrics and ensuring key performance indicators are met.

### Essential Job Functions Include:

#### Analysis of IT Project Budget Proposals:

- ❖ Evaluate and analyze budget proposals for IT projects
- ❖ Forecast project expenses considering the project schedule and identified risks
- ❖ Provide accurate and timely financial projections to support decision-making
- ❖ Monitor and track the progress of technology projects against the approved budget
- ❖ Ensure expenditures are recorded accurately and remain within budgetary projections

#### Compliance with Rules, Regulations, Policies, and Best Practices:

- ❖ Ensure all project expenditures comply with relevant rules, regulations, policies, and best practices
- ❖ Conduct periodic audits and reviews to ensure compliance with all applicable requirements

#### Reporting and Presentations:

- ❖ Prepare and deliver periodic financial reports and presentations to management
- ❖ Provide insights and recommendations based on financial analysis and project performance

#### IT Procurement Support:

- ❖ Process purchase requests to initiate IT procurements
- ❖ Work with IT staff and Procurement to develop Requests for Proposals (RFPs) and Requests for Information (RFIs), bid documents, and other solicitation documents
- ❖ Track vendor contracts and invoices for accuracy
- ❖ Track and renew annual service contracts and subscriptions
- ❖ Provide financial analysis and recommendations to support acquisition decisions
- ❖ Perform other related duties, as necessary

### What We Need:

- ❖ Bachelor's degree in Accounting, Business, Finance, Project Management, Math, or equivalent
- ❖ Three (3) years of progressively responsible experience in budget analysis, financial analysis, or similar roles

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- ❖ Proficiency in cost estimation and controls, earned value analysis, and project cost reviews
- ❖ Knowledge of project management methodologies including risk management, budgeting and planning
- ❖ Strong analytical and problem-solving skills
- ❖ Excellent communication and presentation skills
- ❖ Interpersonal skills with the ability to work collaboratively in a team environment
- ❖ Proficiency with financial software and tools
- ❖ Strong planning and forecasting skills
- ❖ Problem sensitivity

**Preferred Qualifications:**

- ❖ Experience in IT acquisition/contract management
- ❖ Demonstrated experience with investment analysis of technical projects
- ❖ Experience with data analytics and business intelligence tools
- ❖ Advanced Microsoft Excel skills including pivot tables, lookups, etc.
- ❖ Experience with ERP systems (i.e., SAP or MS Dynamics)
- ❖ Experience with budgeting platforms (i.e., Oracle Hyperion)
- ❖ Experience with project financials

**Salary Range:**

- ❖ \$74,700 - \$91,300

**How You Can Apply:**

- ❖ Interested parties should submit their cover letter and resume to Gary Martens, Director, Human Resources and Administration, at [2026ITBudgetAnalyst@lipower.org](mailto:2026ITBudgetAnalyst@lipower.org)

LIPA is an equal opportunity employer.

All people with disabilities are encouraged to apply.

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Gary Martens, Director, Human Resources and Administration.

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