

FULL TIME POSITION:

Disbursement Manager, Business Preparedness and Resiliency Program Business Development Division

Agency Description:

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

Job Description:

The Program Manager will be part of the [Business Preparedness and Resiliency Program \(Business PREP\)](#) team. Business PREP is a Community Development Block Grant Disaster Recovery Program (CDBG-DR) funded initiative that aims to better prepare businesses for natural or man-made disasters or any event that might disrupt their business operations. In partnership with the Mayor's Office of Recovery and Resiliency, other City agencies, and the Governor's Office of Storm Recovery, SBS is offering community workshops, on-line resources, and on-site resiliency assessments and post-assessments micro-grants to improve the resiliency of businesses and neighborhoods throughout New York City.

Some specific responsibilities include, but are not limited to:

- Coordinate with assessment vendor on document handover and control completeness
- Package the micro-grant agreements between SBS and program participants
- Review business invoices in collaboration with SBS accounts payable team
- Advise leadership team on overall program process improvements
- Support team as necessary with processing of other CDBG-DR programs
- Create and maintain complete records of customer accounts, including detailed content on service delivery activities completed and full profile information for the business customer
- Respond to all customer inquiries in a timely and appropriate manner, in accordance with quality assurance best practices
- Track and report workflow and results on a regular basis to Business PREP program manager

Preferred Skills:

- 2-4 years financial management experience, preferably accounts payable
- Ability to communicate complex topics in a clear, concise manner
- Proficiency with MS Office Excel, MS PowerPoint, and other Microsoft programs
- Flexible, adaptable, customer-focused, and goal-oriented with a commitment to high standards of excellence
- Excellent written and oral communications skills
- Experience working with diverse groups of people
- Strong work ethic and attention to detail
- Ability to organize and drive projects to timely completion
- Ability to work in fast-paced environment
- Knowledge of Development Block Grant – Disaster Recovery (CDBG-DR) funding regulations, A-87, Davis-Bacon Act and environmental regulation for federally-assisted projects is highly preferred

Minimum Qualifications:

1. A master's degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science; or

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.



careers
businesses
neighborhoods

2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following:

- a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
- b. analysis of business records and documents to determine eligibility of businesses for programs and services; or
- c. economic, market or site research and analysis for business and neighborhood development; or

**PLEASE NOTE THIS POSITION WILL BE AVAILABLE ON JULY 1, 2016.
THIS IS A 2 YEAR GRANT FUNDED TEMPORARY POSITION.**

How to Apply:

Salary commensurate with experience

To apply, **please email** your resume and cover letter including the following subject line:

Disbursement Manager, Business Preparedness and Resiliency Program to: **careers@sbs.nyc.gov**

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: **Disbursement Manager**

All Other Applicants: Go to [NYC Jobs](http://nycjobs.org) search for Job Title: **Disbursement Manager**

NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

If you do not have access to email, mail your cover letter & resume to:
NYC Department of Small Business Services / Human Resources Unit
110 William Street / New York, New York 10038