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FULL TIME POSITION: STAFF AUDITOR FINANCIAL MANAGEMENT & ADMINISTRATION DIVISION

Agency Description:

The New York City 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:

Under the direction of the Director of Audit, with wide latitude for independent initiative and judgment, the candidate will conduct complex and detailed financial, operational, and management audits of programs and activities, including internal audits and external audits.

Specifically, the functions of the Staff Auditor will be to:

- Evaluate systems of internal control, management and operational for effectiveness and efficiency.
- Examine financial books of contractors and related records to determine compliance with prescribed methods and procedures for proper accounting and maintenance of records and controls.
- Conduct internal audit examinations and evaluations of program or unit procedures and practices to determine whether program or unit objectives are accomplished effectively and efficiently and make recommendations.
- Prepare audit reports by analyzing results of the audit findings including comments, recommendations, financial statements, and supporting schedules
- Manage special projects as needed.

Preferred Skills:

- Outstanding communications skills.
- Strong work ethic and attention to detail.
- Comfortable working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments.
- Ability to synthesize large amounts of information for relevant, manageable presentation.
- Experience working with cross-functional teams and diverse groups of people.
- Ability to manage both internal and external relationships.

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
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
 - b. analysis of business records and documents to determine eligibility of businesses for programs and services; or



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- c. economic, market or site research and analysis for business and neighborhood development; or
various permits, marketing techniques and incentive programs; or
3. An associate degree or 60 semester credits from an accredited college and three years of full-time satisfactory experience as described in "2" above; or
4. A satisfactory combination of education and experience which is equivalent to "1", "2", or "3" above. However, all candidates must have least 60 semester credits from an accredited college.
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How to Apply:

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

Staff Auditor to: careers@sbs.nyc.gov

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: **268801**

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job ID: **268801**

Salary: \$ 55,000 - \$65, 000

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