

# Workforce Development Fiscal Manager

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## Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for businesses in New York City to form, do business, and grow by providing direct assistance to business owners, fostering neighborhood development in commercial districts, and linking employers to a skilled and qualified workforce.

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## Job Description:

Under direction of the Executive Director of Fiscal Management with latitude for independent initiative and judgment, WDD Fiscal Managers perform professional work as individuals and on a team basis in the analysis, facilitation, and execution of Workforce Development Division financial reports. WDD Fiscal Managers also confirm conformance with Agency procedures, policies, and objectives. WDD Fiscal Managers perform essential tasks required to ensure the compliance in the budget review process, with the responsibility of examining program budget submissions for accuracy, precision, and completeness. In addition, WDD Fiscal Managers are responsible for receiving, and reviewing detailed contract related expenses, determining if expenses are appropriate, are within the scope of the contract, and are in compliance with SBS's policy and procedures.

WDD Fiscal Managers prepare and deliver comprehensive reports on the status of budget and expense submissions, and, as necessary make recommendations for corrective actions. WDD Fiscal Managers maintain a high level of confidentiality in the execution of their duties.

Typical tasks include

- Analyze cost allocations within Contractor budgets and budget modification submissions to ensure compliance with the Agency's fiscal policy and adequate funding to cover expenditures
- On a monthly basis, review and process Contractor expense submissions for reimbursement of costs to ensure Contractor expenditures are within planned spending projections and avoid disruption in service and/or payment delays
- Identify and address variances, reconciliation issues and discrepancies within Contractor monthly expense reporting
- Communicate with Contractors on the status of budget and expense reports reviews
- Regularly engage with Agency financial data systems in support of budget and expense submissions
- Provide regular expense submission status reports to the Executive Director of WDD Fiscal Management
- Track Contractor performance milestone payments
- Ensure that requests for unbudgeted spending are controlled, and are properly managed
- Assist Agency management in improving accuracy and controls in the budget and expense review process
- Perform special projects as assigned.

## Preferred Skills:

- Experience in finance, accounting, or related discipline
- Advanced Excel capabilities (pivot tables, charts/graphs, data manipulation)
- Proficient MS Access capabilities (create databases to store, manage and enter data)
- Open to learning and support new technology/systems
- Must be self-motivated and results oriented with strong teamwork skills
- Ability to work independently with strong time management skills
- Flexibility to work in a rapidly changing environment
- Excellent verbal and written communication skills
- Excellent organizational skills, high energy level and positive attitude
- Strong customer service skills.



careers  
businesses  
neighborhoods

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## **Qualifications:**

1. A baccalaureate degree from an accredited college and university and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law. A law degree may be substituted for six months of experience.

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## **How to Apply:**

To apply for this position, please email your resume and cover letter with the subject line: **Fiscal Manager, WDD** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

## **ALSO:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for **Job ID # 255990**

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search by agency Small Business Services and search for **Job ID # 255990**

**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