

FULL-TIME POSITION:
AGENCY AUDIT LIAISON/BUDGET OFFICER
FINANCIAL MANAGEMENT AND ADMINISTRATION

Agency Description:

The Department of Small Business Services (DSBS) is a dynamic, client-centered Agency whose mission is to serve New York's small businesses and commercial districts. SBS makes it easier for companies in New York City to form, do business, and grow by providing direct assistance to business owners, promoting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs and linking employers with a skilled and qualified workforce.

Job Description:

The Audit and Budget unit is seeking an Agency Audit Liaison/Budget Officer that will report to the Executive Director who manages the agency's internal and external audits and agency budget.

Specific responsibilities include:

- Serve as an agency liaison for all external audits organizing entrance and exit conference ensuring audit scope falls within agencies mission
- Coordinates all audit engagements from oversight agency. This includes State and Federal compliance audits, and single audits
- Updating agency management and Mayor's Office of Operations on all correspondence regarding audit requests
- Manage external audit and review process to ensure compliance with established city and department protocol
- Manage preparation of audit materials, requests for information, responses to audit and the preparation of the corrective action plans
- Work with department staff to ensure corrective actions/recommendations are implemented. Assist Internal audit director to oversee agency's response to the annual internal control statement (Directive 1), and performs related work and special projects as may be required
- Perform desk audits for audit teams
- Perform other related audits as requested by Executive Director
- Review contract budget allocation memo and ensure availability of funds
- Prepare contract budget certification.
- Review contract budgets and enter budgets into HHS and PBMFR system
- Review contract budget modification and update HHS and PBMFR system.

PREFERRED SKILLS:

- Experience of working in a professional business setting
- Knowledgeable in Microsoft Office, specifically Word and Excel
- Strong writing, communication and interpersonal skills



- Must be able to multitask several projects at once as the duties of this position are primarily project based
- Demonstrate experience working with culturally diverse groups of people
- Knowledge of New York City FMS and HHS system.
- A valid New York State Certified Public Accountant license

QUALIFICATION

- A baccalaureate degree from an accredited college 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.
- A four year high school diploma or its educational equivalent and four years of full-time satisfactory professional, technical, or administrative experience in one or more of the fields mentioned in "1" above.

How to Apply:

To apply for this position, ALSO email your resume and cover letter including the following subject line: Agency Audit Liaison/ Budget Officer to: careers@sbs.nyc.gov

ALSO APPLY:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: Agency Audit Liaison/ Budget Officer

All Other Applicants: Go to www.nyc.gov/careers search for Job Title: Agency Audit Liaison

Salary Range: \$60,000 - \$70,000

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment (does not apply to all positions)