

## **FULL TIME POSITION/GRANT FUNDED: Grants Compliance Officer Financial Management & Administration**

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### **About NYC SBS:**

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 and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting 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. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

SBS is the primary city agency leading the recovery and relief efforts for small businesses. SBS is now rolling out an \$80 million loans/grant program, with Community Development Block Grant (CDBG) Disaster Recovery funds provided by the U.S. Dept. of Housing & Urban Development (HUD).

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### **Job Description:**

SBS is seeking a full-time Grant Compliance Officer to support this new federally-funded loan/grant program.

Specific Responsibilities include:

- Monitor the compliance of grant recipients to ensure general and specific requirements of the grant are adhered to
- Develop monitoring procedures in compliance with Federal and City Financial management requirements
- Request information and schedule contractors for review
- Perform frequent, onsite monitoring as frequently as required to ensure for the proper disbursement of contract funds.
- 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
- Prepare monitoring reports by analyzing results of the monitoring findings including comments, recommendations, financial statements, and supporting schedules and assist in resolving monitoring findings
- Review pre-audit payment requests to ensure funds are spent properly

### **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
- A valid New York State Certified Public Accountant license



**Qualifications:**

1. 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.
  2. 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; or
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**How to Apply:**

To apply, **please email** your resume and cover letter including the following subject line: **Grants Compliance Officer** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**ALSO Apply to:**

- **For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and apply for this position by entering Job Title: Grants Compliance Officer
- **For Current City Employees:** Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities > Careers, and search for the specific Job Title: Grants Compliance Officer

Salary: \$50,000 - \$55,000

**\*As this position is grant-funded, it is limited in time to the duration of the grant.**

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