FULL TIME POSITION:
Grants Auditor

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).

Job Description:

SBS is seeking a full-time Grant Monitor/Auditor to support this new federally-funded loan/grant program. Specific Responsibilities include:

- Develop monitoring and audit 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/audit 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
- Contract funds must be accounted for by means of audits and Financial Reports until contracts are satisfactorily closed out.

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 four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or

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How to Apply:

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

Salary: Commensurate with experience

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