

FULL TIME POSITION:

Revenue Analyst

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 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.

Job Description:

SBS is seeking a highly qualified candidate for our Revenue Analyst position in the Revenue Reimbursement section of the Budget and Audit Unit. The primary functions of the section include billing and collecting of revenue reimbursements from Federal and State governments; producing reports detailing the expenditures and revenues for each individual fund, and generating reports that summarize the agency's financial activities across all of its funds. The analyst will report to Director of Revenue Management and will perform routine fund accounting work and activities as follows:

- Gather and review Federal and State grants expenditures for eligibility;
- Determine cost allocation of the allowable expenditures for grant reimbursements;
- Prepare monthly financial reimbursement requests and reports for submittal to Federal and State agencies on timely and accurately basis, and ensure it is complete and in compliance with applicable regulations;
- Prepare and process general journal entries for grant billings and reimbursements;
- Prepares monthly status analysis of reimbursement requests, fund/program balances and expenditures;
- Prepares technical reports on outstanding federal billings and outstanding reimbursement items;
- Reviews agency accounting records, such as expenditure, fund, appropriation, expense and revenue collection records.
- Ensure accurate and timely billing and revenue recognition in the City's financial database;
- Ensure proper record keeping for financial auditing purposes
- Update revenue process manual and cost allocation plan in accordance with OMB Circular A-87 and all applicable Federal and State regulations;
- Provide constructive feedback on regular basis for enhancement of in-house revenue monitoring tools;
- Perform special projects as assigned.

Preferred Skills:

- Bachelor's degree in related field from an accredited college or university
- Ability to conduct quantitative analysis using Microsoft Excel or similar tools
- High level of attention to detail and accuracy
- Strong analytical and problem solving skills
- Ability to analyze, consolidate and interpret accounting data
- Ability to interpret policies, procedures and regulation
- Ability to prepare complex and concise reports within required timeline
- Ability to establish effective working relationship with supervisor, co-workers, and customers
- Foreign language skills a plus

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The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.



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
 2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 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
 3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 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
 4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.
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How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: **Revenue Analyst** to: careers@sbs.nyc.gov

Salary range for this position is: \$49,492 - \$55,000 per year

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment

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

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