FULL TIME POSITION:

Senior Auditor
Financial Management and Administration

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:

Under the direction of the Director, with wide latitude for independent initiative and judgment, the candidate will conduct complex and detailed financial, operational, and management audits of programs and activities, including internal audits and external audits.

Specific Responsibilities:

- Evaluate systems of internal control, management and operational for effectiveness and efficiency.
- 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.
- Conduct internal audit examinations and evaluations of program or unit procedures and practices to determine whether program or unit objectives are accomplished effectively and efficiently and make recommendations.
- Prepare audit information and schedule contractors for audit
- Manage special projects as needed

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.

How to Apply:

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

ALSO:

- **For Non-City/External Candidates:** Visit the External Applicant NYC Careers site and apply for this position by entering Job ID: 102021
- **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 ID:102021

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.

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Salary range for this position is: $50,000 - $63,000 per year

NOTE: Only those candidates under consideration will be contacted.

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

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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