

## **FULL-TIME POSITION:**

### **AGENCY AUDIT LIAISON AND BUDGET OFFICER FINANCIAL MANAGEMENT AND ADMINISTRATION**

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#### **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.

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#### **Job Description:**

The Audit and Budget unit is seeking an Agency Audit Liaison and 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 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

**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.**



- Demonstrated experience working with culturally diverse groups of people
- Knowledge of New York City FMS and HHS system.

### **QUALIFICATION**

1. A baccalaureate degree from an accredited college including or supplemented by 24 credits in accounting, including one course each in advanced accounting, auditing, and cost accounting and a two years of satisfactory full-time professional accounting or auditing experience; or
2. 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:

**Agency Audit Liaison and Budget officer to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)**

### **ALSO APPLY:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job Title: **Agency Audit Liaison and budget officer**

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search for Job Title: **Agency Audit Liaison and budget officer**

**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)**