

FULL TIME POSITION:

Disbursement Manager, Business Recovery

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:

The Disbursement Manager, Business Recovery will be responsible for assisting in the agency's efforts to support the ongoing recovery of businesses impacted by Hurricane Sandy. The Department of Small Business Services (SBS), through the federally funded Community Development Block Grant – Disaster Recovery (CDBG-DR) funding, is administering the Hurricane Sandy Business Loan and Grant Program (HSBLGP). This is a \$42 million program which provides low-interest loans and grants to affected businesses. The position requires working closely with businesses, vendors and other city agencies to process payments to vendors and ensure awards are compliant with the Community Development Block Grant Disaster Recovery (CDBG-DR) funding regulations.

Specific Responsibilities:

- Assist businesses in obtaining loan and grant funding while ensuring that funds are disbursed as per the Community Development Block Grant – Disaster Recovery (CDBG-DR) funding regulations
- Create and maintain complete records of customer accounts, including detailed content on service delivery activities completed and full profile information for the business customer
- Respond to all customer inquiries in a timely and appropriate manner, in accordance with quality assurance best practices and Center standards
- Attend trainings and mentoring sessions as provided by NYC Business Solutions in order to enhance accounts payable and compliance knowledge
- Perform special projects, including researching Federal regulations and program history, and responding to ad hoc inquiries from Federal, State, and local levels of government

Preferred Skills:

- 2-4 years financial management experience, preferably accounts payable
- Ability to communicate complex topics in a clear, concise manner
- Proficiency with MS Office Excel, MS PowerPoint, and other Microsoft programs
- Flexible, adaptable, customer-focused, and goal-oriented with a commitment to high standards of excellence
- Excellent written and oral communications skills
- Experience working with diverse groups of people
- Strong work ethic and attention to detail
- Ability to organize and drive projects to timely completion
- Ability to work in fast-paced environment
- Knowledge of Development Block Grant – Disaster Recovery (CDBG-DR) funding regulations, A-87, Davis-Bacon Act and environmental regulation for federally-assisted projects is highly preferred

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;

How to Apply:

To apply, **please email** your resume and cover letter including the following subject line: **Disbursement Manager, Business Recovery** to: careers@sbs.nyc.gov

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 177235

All Other Applicants: Go to www.nyc.gov/careers search for Job ID: 177235

Salary range: \$55,000 - \$65,000 per year, commensurate with experience

This is a grant funded position, limited in time to the duration of the grant.

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment