

**FULL TIME POSITION:**  
**Senior Compliance Officer**

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**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.

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**Job Description:**

The Senior Compliance Officer, 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. This is a \$48 million program which provides low-interest loans and grants to affected businesses. The position requires leading the quality assurance and disbursement teams, coordinating within the overall program delivery team, and ensuring compliance with CDBG-DR regulations.

**Specific Responsibilities:**

The Senior Compliance Officer will be the principal staff member in charge of the development and execution of monitoring standards and procedures to ensure sub-recipients are carrying out CDBG-DR projects in accordance with program requirements and that Awardees are appropriately using the funds in accordance with disbursement requirements. He/she will be responsible for the administration, operations and project management for all quality assurance and disbursement efforts. Some specific responsibilities include, but are not limited to:

- Work with program leadership to ensure loan and grant decisions are compliant with federal rules and regulations
- Develop workflows and advise program leadership on overall program process improvements
- Liaise with program partners and underwriters
- Track and report workflow and program effectiveness and efficiency on a regular basis for Executive-level staff
- Manage 2 to 3 direct reports and set processing goals
- Developing a weekly project pipeline of applications for quality assurance and disbursement review
- Manage federal and Office of Inspector General audits
- Monitor Awardees and sub-recipient to ensure compliance with CDBG-DR regulations
- Create and implement monitoring plans for Awardees and sub-recipient
- Oversee efforts to detect and prevent instances of fraud and waste in the use of the CDBG-DR funds

**Preferred Skills:**

- Exceptional leader with a proven track record in operations, program management and service delivery
- 3-5 years' professional experience, with at least 2 years of managerial experience
- Proven track record of delivering results in a fast-paced, demanding work environment
- Ability to manage teams; implement change management processes
- Ability to work within cross-organizational multi-disciplinary teams
- Excellent written and oral communications skills
- Prior work with small business disaster recovery, small business finance, or management of federally-funded economic development programs
- Experience using customer relationship management tools or other database systems in order to track and manage services and outcomes desired.
- Flexible, adaptable, customer-focused, and goal-oriented with a commitment to high standards of excellence
- Excellent interpersonal, organizational, strategic thinking and quantitative/qualitative skills

**Qualifications:**

1. A baccalaureate degree from an accredited college and 5 years of full-time paid experience acquired within the last fifteen years, of advisory or administrative experience including handling of business promotion or economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning; or

**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.**



2. A satisfactory equivalent combination of education or experience. However, all candidates must have 2 years of managerial or executive experience as described above. Appropriate graduate study in an accredited college may be substituted for the general experience on a year-to-year basis.

**How to Apply:**

Interested candidates should email their cover letter and resume to [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov). Include: **Senior Compliance Officer** in the email subject line.

**Also Apply:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job Title: **Senior Compliance officer**

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search for Job Title: **Senior Compliance officer**

**Salary range: \$65,000 - \$75,000 per year, commensurate with experience**

**NOTE:** Only those candidates under consideration will be contacted.

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