

FULL TIME POSITION:

FIELD AUDITOR, CERTIFICATION UNIT

DIVISION OF ECONOMIC AND FINANCIAL OPPORTUNITY

Agency Description:

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

Job Description:

The Division of Economic and Financial Opportunity is committed to encouraging a competitive and diverse New York City business environment by promoting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the government procurement process.

The goals of the division are to increase and retain the number of certified minority and women-owned business enterprises (M/WBE); increase the number of M/WBEs winning government contacts and increase overall M/WBE participation in private and public sector contracting.

Job Responsibilities:

Under the supervision of the Supervisor of Field Audits, the Field Auditor will:

- Review and analyze documents as part of the MWBE, LBE and EBE certification application process (including, but not limited to, financial records, payroll and employee records, tax documents and contract files) to ensure validity, accuracy and completeness.
- Applies statistical analyses found through interviews and desk audits with principal owner(s) to determine contract compliance
- Make eligibility determinations based on careful analysis of business documentation submitted by applicants
- Conduct site visits to business locations in order to evaluate a range of factors and conditions relevant to business operations, e.g., work spaces, equipment, inventory, and vehicles.
- Complete forms and related documentation as part of auditing processes
- Handle confidential data and routinely update client management system
- Establish and maintain comprehensive, secure, and retrievable files
- Assist with special projects as needed

Preferred Skills:

- Comfort working in a fast-paced environment, managing multiple projects simultaneously and prioritizing assignments;
- At least 2 years of experience handling and analyzing business and financial documents in an analytical role, e.g., corporate by-laws, partnership agreements, tax returns, and bank statements;
- Outstanding verbal and written communication and interpersonal skills;
- Professionalism, strong work ethic, sound judgment and attention to detail;
- Proficiency in MS Word, Excel and comfortable learning new computer programs;
- Experience working with cross-functional teams and diverse groups of people;
- Valid New York State driver's license and ability to drive in and around New York City region;
- Fluent in Spanish, Mandarin, Cantonese or Korean a plus.

Qualification:

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action



careers
businesses
neighborhoods

planning/administration, position classification, or labor law. A law degree may be substituted for six months of experience; or

2. A four-year high school diploma or its educational equivalent and four years of full-time satisfactory professional, technical, or administrative experience in one or more of the fields mentioned in "1" above;

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

Internal candidates: please email your resume and cover letter including the following subject line Field Auditor to: **HRHELP2@sbs.nyc.gov**

ALSO:

City Employees: Apply through Employee Self Service (ESS) at **www.nyc.gov/ess** search for Job ID: 391419

All Other Applicants: Go to **www.nyc.gov/careers** search by agency Small Business Services and search for Job ID: 391419

Salary: Commensurate with experience

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