

FULLTIME POSITION:

FISCAL MANAGER

WORKFORCE DEVELOPMENT CORPORATION

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.

About the WDC:

The Workforce Development Corporation (WDC) is an independent not-for-profit created by the City of New York. The WDC and SBS work in partnership to jointly develop, fund, and manage workforce and training initiatives to create a skilled workforce in the city of New York.

Job Description:

Under direction of the Executive Director of Fiscal Management with latitude for independent initiative and judgment, Fiscal Managers perform professional work as individuals and on a team basis in the analysis, facilitation, and execution of ("WDC") financial reports. The Fiscal Manager also confirm conformance with organization procedures, policies, and objectives. Essential tasks required to ensure the compliance in the budget review process, with the responsibility of examining program budget submissions for accuracy, precision, and completeness. In addition, The Fiscal Manager are responsible for receiving, and reviewing detailed contract related expenses, determining if expenses are appropriate, are within the scope of the contract, and follow policy and procedures.

Typical tasks include

- Analyze cost allocations within Contractor budgets and budget modification submissions to ensure compliance with the Agency's fiscal policy and adequate funding to cover expenditures
- On a monthly basis, review and process Contractor expense submissions for reimbursement of costs to ensure Contractor expenditures are within planned spending projections and avoid disruption in service and/or payment delays
- Identify and address variances, reconciliation issues and discrepancies within Contractor monthly expense reporting
- Communicate with Contractors on the status of budget and expense reports reviews
- Regularly engage with Agency financial data systems in support of budget and expense submissions
- Provide regular expense submission status reports to the Executive Director of WDD Fiscal Management
- Track Contractor performance milestone payments
- Ensure that requests for unbudgeted spending are controlled, and are properly managed
- Assist Agency management in improving accuracy and controls in the budget and expense review process
- Perform special projects as assigned.

Preferred Skills:

- Experience in finance, accounting, or related discipline
- Experience working Blackbaud and Microsoft Access
- Excel capabilities (pivot tables, charts/graphs, data manipulation)
- Open to learning and support new technology/systems
- Must be self-motivated and results oriented with strong teamwork skills
- Ability to work independently with strong time management skills
- Flexibility to work in a rapidly changing environment
- Excellent verbal and written communication skills
- Excellent organizational skills, high energy level and positive attitude
- Strong customer service skills.

Qualifications:

1. A bachelor's degree or higher in finance, accounting, or an equivalent field and at least 1-2 years of relevant experience in a combination of finance, budgeting/accounting, and administration
2. High-level computer skills including experience with varieties of fiscal software and tools, use of spreadsheets, and familiarity with various fiscal management systems

How to Apply:

To apply for this position, please email your resume and cover letter with the subject line: **Fiscal Manager** to: **careers@sbs.nyc.gov**

Salary range: \$60,000 - \$65,000

NOTE: Only those candidates under consideration will be contacted.

If you do not have access to email, mail your cover letter & resume to:

NYC Department of Small Business Services
1 Liberty Plaza 11th FL
New York, NY 10006