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FULL TIME POSITION: SENIOR REVENUE ANALYST FINANCIAL MANAGEMENT DIVISION

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:

SBS is seeking a highly qualified candidate for Senior Revenue Analyst position in the Revenue Reimbursement section of the Budget and Audit Unit. The primary functions of the section include billing and collecting of revenue reimbursements from Federal and State governments; producing reports in detail from expenditures and revenues posted in FMS as well as various in house reporting tools for each individual funding source, generating reports that summarizes the agency's financial activities across all of its funds, and creating or enhancing cost allocation tools to automate business processes. The analyst will report to Director of Revenue Management and will perform routine fund accounting responsibilities and activities as follows:

- Gather and review Federal and State grants expenditures to determine eligibility, cost allocate allowable expenditures for grant reimbursements in accordance with Federal guidelines; and ensure proper record keeping for financial auditing purposes;
- Prepare and submit monthly financial reimbursement requests to Federal and State agencies accurately and on a timely basis in compliance with applicable regulations;
- Prepare and process general journal entries for grant billings and reimbursements, and prepare monthly and quarterly budget versus expense analysis report, as well as monitor fund obligations and uncommitted balances;
- Prepare journal entries scripts to adjust and reconcile expenditures and revenue for each budget code in NYC Financial Management System (FMS)
- Review and update revenue process manual and cost allocation plan in accordance with all applicable Federal and State regulations;
- Create or enhance in-house revenue reimbursement and monitoring tools to automate revenue business processes; including working with IT in order to convert the revenue Access DB tables to SQL Server.
- Work with outside City Auditors as required during year-end auditing of the City Accounting
- Perform special projects as assigned by Director.

Preferred Skills:

- Ability to conduct quantitative analysis using Microsoft Excel, Access, SQL, MS Office VBA or similar skills
- High level of attention to detail and accuracy
- Strong analytical and problem solving skills
- Ability to analyze, consolidate and interpret accounting data
- Ability to interpret policies, procedures and regulation
- Ability to prepare complex and concise reports within required timeline
- Ability to establish effective working relationship with supervisor, co-workers, and customers
- Working knowledge of the Financial Management System (FMS), CHRMS, and HHS system

Qualifications:

1.A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher

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.



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Education Accreditation (CHEA) in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area; or

2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and three years of satisfactory full-time professional experience in the areas described in "1" above.

PLEASE NOTE: OPEN TO CURRENT CITY EMPLOYEES PERMANENT IN THE ASSOCIATE STAFF ANALYST TITLE ONLY. YOU MUST CLEARLY STATE YOUR CIVIL SERVICE STATUS ON YOUR RESUME OR COVER LETTER. ALL OTHER CANDIDATES WILL NOT BE CONSIDERED.

How to Apply:

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

Internal candidates, please email your resume and cover letter including the following subject line: **Senior Revenue Analyst** to : HRHELP2@sbs.nyc.gov

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 367702

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job ID: 367702

Salary range for this position is: \$85,000 to 95,000 per year

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

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