



### Job Opening

Job Posting: Nov. 15, 2016

Application Deadline: Dec. 15, 2016

**JOB TITLE:** Contract Administrator/Auditor- Loans & Grants

**LOCATION:** NYC

**DEPARTMENT:** Contract Administration

#### BASIC FUNCTION:

Financial administration and audit of ESD Loans & Grants Program requirements.

#### WORK PERFORMED:

- Manage the NYS Prequalification System for Grants Contracts Vendors required by State Finance Law 163(9) (f).
- Manage submission of contracts and amendments for prior approval by or filing with NYS OSC, as required by Public Authorities Law (PAL) 2879 (a).
- Manage and maintain active loans and grants via the PeopleSoft Financial Management System and the Universal Project Tracking System.
- Perform desk audit and approve program invoices for compliance with program guidelines, Directors Materials and Grant Disbursement Agreement terms and conditions prior to disbursement.
- Coordinate with internal and external departments to ensure submitted documentation is complete for the review and approval of invoices.
- Update and maintain the Insurance Certificates for ESD loans.
- Prepare monthly status report of program invoices being held by Contract Administration.
- Assist Director, Loans & Grants Finance Administration with a variety of responsibilities including but not limited to responding to internal and external auditors inquiries, pulling files for FOIL, and running queries from PeopleSoft Financial Management System.

#### EDUCATION & REQUIREMENTS:

Education level required: Degree with 2 + years' experience in Accounting, Finance, Economics; or 5+ years' experience in Accounting, Contract and Auditing may be substituted.

Knowledge Required: PeopleSoft Financial System, Microsoft Office (Excel, Word, Outlook, etc.)

#### APPROXIMATE HIRING SALARY:

Up to \$43,898

### INQUIRE

Ruth Parris, HRIS Specialist & Sr. HR Coordinator - Human Resources Dept., ESD Corporation

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)

AN EQUAL OPPORTUNITY EMPLOYER