

Job Opening

Job Posting: 5/24/2018

Application Deadline: 6/25/18

JOB TITLE: Assistant Director, Loans & Grants Financial Administration **LOCATION:** NYC

DEPARTMENT: Contract Administration

BASIC FUNCTION: Under the general direction of the Director of Loans and Grants Administration, the incumbent of this position will be responsible for managing the financial administration and audit of ESD's Loans and Grants Program.

WORK PERFORMED:

- Audit and approve program invoices for compliance with programs and Grant Disbursement Agreements (GDA) terms and conditions prior to disbursement.
- Interface with Grant Recipients to register online for Grant's Gateway prior to receipt of GDA, as well as any other requirements of prequalification. 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 review insurance requirements on loans and leased properties maintained by staff.
- Prepare monthly status reports of program invoices in default to VP of Contract Administration, CFO, Treasurer, EVP of Loans and Grants, and other executives at ESD.
- Assist Director, Loans and Grants Finance Administration with responding to internal and external auditors' inquiries.
- Develop and maintain an audit user guide for the various grant programs to be used by the L&G project managers and financial audit team.
- Ability to Liaison well with others and delegate tasks.
- Engage in specialized projects as may be assigned by Director or Vice President of Contract Administration.
- Supervise Auditor II and conduct annual reviews, performance management plans, etc.
- Ability to work effectively under pressure and meet tight deadlines.
- Other projects/assignments as appropriate and assigned by department management.

EDUCATION & REQUIREMENTS:

Education level required: Degree in Accounting, Finance or Economics

Experience required: 5+ years' relevant experience; Contract and Auditing experience may be substituted for some of years of experience requirement; plus supervisory experience.

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

APPROXIMATE HIRING SALARY: starting at \$56,902 (w/ comprehensive benefits package)

INQUIRE

Shawn Bryant, Human Resources Manager

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

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

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