



## Job Opening

Job Posting: January 2022

Application Deadline: 30 days or  
until position is filled

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

**LOCATION:** NYC

**DEPT:** 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).
- Initiate Purchase Order Set up of Executed Loans and Grants agreements in PeopleSoft FMS System
- 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.
- Bi-weekly follow-ups with project managers on reviewed invoices that require additional documentation.
- 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.
- Other ad-hoc projects as assigned by supervisor.

### EDUCATION & REQUIREMENTS:

Education: Bachelor's Degree in Accounting, Finance, Economics.

Experience required: 3+ years in Accounting, Contract and Auditing experience.

Knowledge Required: PeopleSoft Financial System, and strong Microsoft Excel, Word, Outlook skills a must.

Excellent time management, communication and prioritization skills necessary.

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### INQUIRE

Maria Gately – Sr. HR Manager - Human Resources Dept.

**APPROXIMATE HIRING SALARY:** \$60,863 (w/ comprehensive benefits package)

***Internal Candidates:** Complete [Posting Application](#) and attach a copy of resume*

***External Candidates:** Send resume or inquiry to HR: [resumes@esd.ny.gov](mailto:resumes@esd.ny.gov), indicating job title in subject line and salary requirement in email body*

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