



## Job Opening

Job Posting: 9/4/19

Application Deadline: 30 days or until  
position is filled

**JOB TITLE:** Loans & Grants Contract Administrator/Auditor II **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).
- 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: Bachelor's Degree in Accounting, Finance, Economics.

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

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

**APPROXIMATE HIRING SALARY:** \$58,500 (w/ comprehensive benefits package)

### **INQUIRE**

Shawn Bryant - HR Manager - Human Resources Dept.

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)

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