

Job Opening

Job Posting: 5/19/2021

Application Deadline: 30 days or until
position is filled

JOB TITLE: Project Associate
DEPT: Loans & Grants

LOCATION: NYC/Troy/Albany

BASIC FUNCTION: Works under the direction of the Senior Vice President and Vice Presidents of Loans and Grants to support coordination of State projects and programs. Works as part of a project team within Loans and Grants.

WORK PERFORMED:

- Submit weekly and occasional ad hoc certification of funds requests to NYS Division of Budget.
- Assist in processing of drawing of funds requests to Office of State Comptroller.
- Track the status of numerous active certifications of funds and draw requests.
- Liaise with 20+ project managers to obtain necessary information to support certification of funds and draw requests.
- Analyze and understand all Economic Development grant/loan income and balances.
- Monitor transfer of funds when ACH payment is received from OSC.
- Work with Information Technology (IT) staff to coordinate changes and improve synchronization of the information management systems used by Loans & Grants (MS Dynamics) and Finance and Accounting (PeopleSoft).
- Periodic Data Quality Analysis.
- Other functions as directed by Loans and Grants senior staff.

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Education Level Required: Bachelor's degree in Business Administration, Public Administration, Urban Policy, Business and /or Accounting-Finance.

Relevant experience required: Minimum of 1+ years of experience in office management, customer service, database management, and scheduling.

Knowledge Required: Excellent written, verbal, communication and interpersonal skills. Strong organizational skills. Attention to detail and independent follow through are highly important. Strong MS Word, Excel, and database management.

APPROXIMATE HIRING SALARY: up to \$57,200 (w/ comprehensive benefits package)

INQUIRE

Ruth Parris – HR Manager - Human Resources Dept.

External Candidates: Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

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

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