

FULL TIME POSITION:

Field Auditor, Certification Unit Division of Economic and Financial Opportunity

Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

Job Description:

The Division of Economic and Financial Opportunity is committed to encouraging a competitive and diverse New York City business environment by promoting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the government procurement process.

The goals of the Division are to increase and retain the number of certified minority and women-owned business enterprises (M/WBE); increase the number of M/WBEs winning government contacts, and increase overall M/WBE participation in private and public sector contracting.

Under general supervision, the Field Auditor will conduct confidential and sensitive site visits of businesses under review for certification into the City's M/WBE program and will report findings to assist Certification Analysts in making eligibility determinations.

Specifically, the Filed Auditor will:

- Work closely with Certification Analysts to review documentation for certification applicants selected for a site visit;
- Schedule site visits with certification applicants;
- Perform site visits according to plans developed with assigned Certification Analyst, including examine physical location and work space of business, taking photographs, and identifying storage spaces, equipment, vehicles, and other items applicable to the business type;
- Review business files and documents, including but not limited to financial records, payroll and employee records, tax documents and contract files;
- Interview certification applicant's business principle(s) and other employees;
- Complete the Site Inspection Form documenting all findings;
- Exercise sound judgment when entering a business location and in evaluating the physical space;
- Handle confidential information and enter data into client management system;
- Establish and maintain comprehensive, secure, and retrievable files;
- Assist with organization of documentation in certification applicant files and draft recommendations as appropriate;
- Support the production of weekly metrics reporting;
- Participate in special projects as needed.

Preferred Qualifications:

- Experience with field investigations, auditing law enforcement, security or related field;
- Outstanding writing, presentation, and communications skills;
- Strong work ethic and attention to detail;
- Proficiency in MS Word, Excel and comfortable learning new computer programs;
- Ability to understand business and financial documents such as corporate by-laws, partnership agreements, tax returns, and bank statements;
- Comfort working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments;
- Experience working with cross-functional teams and diverse groups of people;
- Ability to manage both internal and external relationships;
- Valid New York State driver's license and comfortable driving in and around New York City region;
- Fluent in Spanish, Mandarin, Cantonese or Korean a plus.

Qualification Requirements:

1. A master's degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science; or
2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following:
 - a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
 - b. analysis of business records and documents to determine eligibility of businesses for programs and services; or
 - c. economic, market or site research and analysis for business and neighborhood development; or
 - d. facilitation and promotion of the film industry through the processing of various permits, marketing techniques and incentive programs

PLEASE NOTE THIS POSITION WILL BE AVAILABLE ON JULY 1, 2015.

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line:

Field Auditor to: careers@sbs.nyc.gov.

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 192378

All Other Applicants: Go to NYC Jobs search for Job ID: 192378

Salary range for this position is: \$50,000 to \$57,000 per year.

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment.

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.