



FULL TIME TEMPORARY POSITION: Senior Grant Analyst, School Bus Grant Program

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 Department of Small Business Services (SBS) is administering the NYC School Bus Grant Program and seeking a Senior Grant Analyst. This is a \$42 million program which provides grants as a reimbursement to qualified employers in relation to employment of school bus drivers, attendants, dispatchers and mechanics. The position will be part of a central team responsible for diligent review, assessment and analysis of applicant submissions to verify completeness and generate proper issuance of grants - ensuring compliance with all rules and regulations. This individual will also be responsible for compliance assessment and internal program auditing to examine all relevant data to ensure thoroughness and accuracy of review - of both applicant submissions and disbursement documentations. The individual will help develop and execute process steps to ensure monitoring and compliance procedures with respect to program rules and regulations.

Roles and Responsibilities included but not limited to:

- Reviews monthly grant submissions, verifies reimbursement calculations
- Reviews support verification documentation, and ensures all requisite supporting documents are submitted, complete and accurate.
- Follows up with Bus Company, union and other staff as necessary to obtain supporting documents and generates written correspondence to request data and document communication.
- Assist program team to prepare for any external audits or reports
- Performs audits of source documents, including grantee company files as necessary
- Ensures program is robust in terms of controls, audit standards and documentation
- Coordinates with DOE and other government agencies to verify and vet data where relevant
- Liaises with SBS Legal and Finance/Procurement staff to process reimbursements on a monthly basis
- Track and records workflow and results on a weekly basis
- Conducts site visits as needed
- Remains current on program rules and regulations and any established precedents or legal opinion impacting eligibility and process.
- Quickly seeks resolution to issues that arise with applications and/or submissions

Preferred Skills

- 3- 5 years professional experience in working in HR/ payroll services with additional experience in customer focused services such as lending or compliance programs preferred
- Comfortable interacting with the public as well as different levels of management
- Proven track record of delivering results in a fast-paced, demanding work environment
- Ability to work within cross-organizational multi-disciplinary teams and respond appropriately to different stakeholders
- Excellent written and oral communications skills.
- Experience using customer relationship management tools or other database systems in order to track and manage services and outcomes desired.

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.



- Strong interpersonal and relationship management skills
- Flexible, adaptable with a commitment to high standards of excellence
- Advanced degree preferred

Qualifications:

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law.

How to Apply:

Interested candidates should email their cover letter and resume to careers@sbs.nyc.gov; Include: “**Senior Grant Analyst School Bus Grant Program**” in the email subject line.

Salary: Commensurate with Experience. This is a grant funded 6-18 months temporary position.

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment (does not apply to all positions)

NYC Department of Small Business Services / Human Resources Unit
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