

## **FULL TIME POSITION:**

### **Senior Auditor**

### **Financial Management & Administration Division**

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#### **Agency Description:**

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

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#### **Job Description:**

SBS is seeking a full-time senior auditor responsible for the following specifically, the functions of the Auditor will be to:

- Evaluate systems of internal control, management and operational for effectiveness and efficiency.
- Examine financial books of contractors and related records to determine compliance with prescribed methods and procedures for proper accounting and maintenance of records and controls.
- Conduct internal audit examinations and evaluations of program or unit procedures and practices to determine whether program or unit objectives are accomplished effectively and efficiently and make recommendations.
- Prepare audit reports by analyzing results of the audit findings including comments, recommendations, financial statements, and supporting schedules
- Request audit information and schedule contractors for audit
- Manage special projects as needed.

#### **Preferred Skills:**

- Outstanding communications skills.
- Strong work ethic and attention to detail.
- Comfortable working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments.
- Ability to synthesize large amounts of information for relevant, manageable presentation.
- Experience working with cross-functional teams and diverse groups of people.
- Ability to manage both internal and external relationships

#### **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.
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#### **How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line: **Senior Auditor** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)



**Salary for this position is: \$60,000 - \$65,000**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for **Job ID # 238643**

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search for **Job ID # 238643**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency is required within 90 days of appointment**

If you do not have access to email, mail your cover letter & resume to:  
NYC Department of Small Business Services  
Human Resources Unit  
110 William Street  
New York, New York 10038