



Division of the Budget

Grants Management Fellow Budget Planning, Operations and Management Unit Audit/Compliance Team Reference #21-23

The Budget Planning, Operations, and Management Unit is seeking an experienced auditor or contract/grant manager to join the team managing the use of Federal funding for COVID-19 response and recovery. The successful candidate will contribute to the development and maintenance of systems to review and monitor expenses (including but not limited to review of purchase orders, contracts, receipts, invoices, payments, and subrecipient activities) for compliance with all associated State and Federal requirements, including those established by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), including the Compliance Supplement as added annually to Appendix XI of 2 CFR 200).

Responsibilities of the Grants Management Fellow on the Audit/Compliance Team would include, but are not limited to:

- Provide ongoing assessment of system workflow to validate the correct checks and balances are in place to meet compliance and audit requirements
- Review expenses for compliance, reviewing for eligibility, completeness and correctness
- Produce system reports and provide analysis and status of compliance activities
- Manage admin configurable system elements and work with implementation partners where backend changes are needed
- Analyze and provide recommendations on future system enhancements
- Draft guidance and instructions to agencies related to audit and compliance and submitting expenses for compliance review
- Maintain fluency with federal guidance and regulations regarding use and reporting of funds
- Support the production of materials for audit review

Qualification/Skills:

DOB employees, Senior Budget Examiner, M/C-23 or below, are eligible to apply.

A Bachelor's Degree in a finance related field of study with a minimum of five (5) years of full time progressively responsible experience conducting or managing one or more of the following:

Federal and/or State Audits – applying the principals and practices associated with Federal and/or State statutes, policies, procedures and regulatory programs to prepare reports and official documents for use within and among governmental agencies, in legal or regulatory settings, and for dissemination to the public;

General Audits – applying the auditing techniques and Generally Accepted Auditing Standards (GAAS) principles and procedures involved in substantiating and examining transactions and financial statements, including knowledge of the Accepted Accounting Principles (GAAP) and use of computerized accounting or auditing systems as it pertains to auditing or the review financial statements.

Contract and/or Grants - negotiate, develop, prepare, review, implement, process, track and/or provide fiscal and administrative oversight of contracts. Audit and process contract claims and vouchers; approve and review contract payments to ensure compliance with contract terms; and provide related technical assistance.

Professional certification, such as Certified Internal Auditor (CIA), Certified Public Accountant (CPA) or Certified Information Systems Auditor (CISA); and/or a Master's degree in accounting, business, public administration, economics, management or a closely related field may be substituted for 2 years of full time experience.

How to Apply:

To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#) and select "Audit/Compliance" in the Professional Interests section. Applications are held in the Division's resume database for six months, after which candidates may reapply to be considered for future opportunities.

If you require assistance in applying for employment with the New York State Division of the Budget, or if you have any questions about working for the Division, please contact personnel@budget.ny.gov.

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