Budget Fellow
Budget Planning, Operations and Management Unit
Grants Management Examiner Team

The Budget Planning, Operations, and Management Unit is seeking candidates 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.

Responsibilities of the Budget Fellow on the Grants Management Examiner Team would include, but are not limited to:

• Provide ongoing assessment of system workflow to validate appropriate checks and balances are in place to meet compliance and audit requirements,
• Review Grants Management System submissions to ensure expenditures are eligible and information provided is complete and correct
• Produce system reports and provide analysis and status of compliance activities
• Work with Grants Management System development partners to manage admin configurable system elements and implement backend changes as needed
• Analyze and provide recommendations on future system enhancements, based on grants administration policies and system user feedback
• Advise agency staff throughout the expenditure and project submission process in the Grants Management System
• Draft guidance/instructions for agencies related to audit, compliance and submitting expenses for compliance review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:
A Bachelor's degree in accounting, business, public administration, economics, management, or a closely related field is required. A professional certification, such as Certified Internal Auditor (CIA), Certified Public Accountant (CPA) or Certified Information Systems Auditor (CISA); and/or a Master's degree as specified above is preferred.

How to Apply:
To be considered for this or future positions with the Budget Division, please complete the Online Employment Application and select “Performance Management” 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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