Empire State Development

JOB OPENING
April, 2013
(Originally posted June 2012)

JOB TITLE: Senior Contract Auditor **LOCATION:** (NYC)

DEPARTMENT: Contract Administration & Subsidiary Finance

BASIC FUNCTION:

Carry out day-to-day audit function and other contract administrative tasks contributing to the overall contract compliance function.

WORK PERFORMED:

- Review, comment and sign off on draft Procurement Opportunity Advertisements approval requests, Notices to Proceed, Contract Reporter exemption requests and Directors materials.
- Reviews proposed contracts for adherence to ESD procurement guidelines.
- Controls and reports on the progress of the contracts in ESD's contract review and approval cycle.
- Audits Contractual and non contractual invoices prior to payment.
- Enter executed contracts into PeopleSoft Financial Management Systems.
- Update and maintain Active contracts report, Quarterly and Annual Procurement Reports.
- Preparation of periodic or special reports as directed
- Assist with providing documentation or other information required during internal or external audits.
- Perform such other functions as the Vice President, Contract & Project Administration or Supervisor may direct.

EDUCATION & REQUIREMENTS:

- Bachelor's degree in Business Administration, Accounting, Economic, Finance.
- Minimum 3-5 years contract auditing.
- **Knowledge Required:** Background in contract auditing
- **Microsoft Office:** Excel and Word

APPROXIMATE HIRING SALARY: $47,626 - $50,000

Maria Mooney, HR Manager, ESDC
***DEADLINE**:* At least 2 weeks or until the position is filled.
Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME
External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER