

LAYLI F. NAZIROVA, CIA, CGAP

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EDUCATION

- **Master of Science in Accounting**, May 2009
College of Saint Rose, Albany, New York G.P.A. 3.80

Honors: Community of Excellence scholarship; Membership in Delta Mu Delta Honors Society in Business Administration.

- **Bachelor of Science in International Economic Relations**, July 2003
Tashkent State Institute of Oriental Studies, Tashkent, Uzbekistan G.P.A. 3.93

RELEVANT EXPERIENCE

Senior Accountant 02/2017 – Present

New York State Department of Labor, Albany, New York

- Run various queries and jobs in the Statewide Financial System (SFS) to calculate the monthly Fringe Benefit and Indirect Cost (FBIC) accruals
- Compile monthly data, calculate and upload into SFS the Personal Service, Voluntary Reduction in Work Schedule (VRWS), Non-Comp Overtime, Unliquidated Obligations, Travel, Maintenance & Operations (M&O), and other accruals
- Calculate and make quarterly interagency payments of Fringe Benefit and Indirect Costs (FBIC) billings, including calculating and keeping track of FBIC prepayments for projects using lapsing funds
- Calculate and process monthly M&O payments
- Maintain OSC staff payroll information, including monthly hours, biweekly chartfield updates, and quarterly reimbursements of twenty percent of OSC staff payroll
- Quarterly report Miscellaneous Accounts Receivable and Accrued Liabilities (outside of SFS) for the OSC Agency Financial Reporting Program, and provide OSC with any additionally requested information in regards to the reported data
- Set up and maintain contracts, projects, activities, and budgets in SFS as requested
- Maintain run controls for DOL Federal reports, including running Preliminary and Final reports in SFS. Conduct monthly report checks to ensure the journals processed in SFS by other units adhere to prescribed criteria
- Annually compile data and calculate the OMB Circular A-87 rate, including preparing reports and various schedules to support the calculation of a proposed new rate
- Create and maintain Excel templates for a more efficient and accurate processing of various operations, using Pivot tables, VLOOKUP, macros, and nesting functions.
- Create new and update existing procedures related to unit's various operations.
- Serve as a "back up" for all processes relating to the accounting cycle, including running bi-weekly allocations and generating SFS reports

State Program Examiner I 09/2010 – 02/2017

New York State Office of the State Comptroller (OSC) Bureau of State Expenditures, Albany, New York

- Performed a wide variety of financial, contract compliance, grant, and operational reviews and audits of selected pre- and post-payment vouchers using the risk-based approach
- Developed, wrote, and executed filters in the Statewide Financial System (SFS) based on the risk assessment and referrals
- Ran various queries and jobs in SFS for analysis and reporting purposes
- Processed vouchers for payment in SFS on a timely basis

- Regularly briefed executive management on results of ongoing projects, audits, and reviews
- Conducted interviews and opening/closing conferences with agency staff
- Wrote preliminary findings, draft and final reports in accordance with Government Auditing Standards
- Conducted trainings for the auditee personnel to enhance their monitoring of contracts and reduce the likelihood of fraud, waste, and abuse in state government
- Researched and wrote the guidance for state agencies to help them comply with various federal and state regulations in processing payments within and outside of SFS
- Provided customer service and technical assistance to all levels of Bureau of State Expenditures, other bureaus within OSC, other state agencies, and vendors

Auditor

06/2009 – 09/2010

New York State Department of Health, Division of Nutrition, Albany, New York

- Prepared and processed purchase requisitions before forwarding to control agencies
- Tracked programmatic expenditures, monitored purchase card statements, generated reports for internal and external control agency review
- Maintained the Microsoft Access Database for all purchasing and procurement operations; maintained the temporary staff personnel as well as standing and pending orders lists
- Prepared fiscal justification for Division of Nutrition bureaus' purchases, placed and tracked orders
- Reviewed program-specific surveillance information, completed data processing tasks, gathered and organized surveillance statistics data for NY State Nutrition Surveillance report

PROFESSIONAL AFFILIATIONS

Institute of Internal Auditors (IIA)

09/2010 – Present

- Vice President of the Albany Chapter IIA
- Newsletter Editor
- Board of Governors (2015-2018)

CERTIFICATES

- *Certified Internal Auditor (CIA)*
Awarded by the Institute of Internal Auditors on 08/29/2015
- *Certified Governmental Auditing Professional (CGAP)*
Awarded by the Institute of Internal Auditors on 02/27/2016

ADDITIONAL SKILLS

- Proficient in MS Excel, MS Word, MS Power Point, MS Access, SFS, Audit Command Language (ACL), QuickBooks, Lotus Notes and Outlook
- Graphics design using MS Publisher, Publisher Plus, Corel Draw and Photoshop; Website development and design using HTML code

LANGUAGE SKILLS

- English, Russian, French