

**CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING**

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Administrative Program Officer (M-I)</u>	Salary:	<u>\$75,000 - \$85,000</u>
Title Code:	<u>10084</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Field Audit Supervisor</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Budget &amp; Fiscal Operations/Contract Accounting-Field Audit</u>		

**Job Description:**

New York City Department for the Aging (DFTA) provides an array of services to support older New Yorkers so that they can age in place and remain in their communities. DFTA accomplishes this mission by funding 350 to 400 non-profits through 400 to 500+ contracts valued at over \$288M annually.

The Field Auditor Supervisor has a leadership role in DFTA's Contract Accounting Unit in ensuring that monies are being used appropriately by the non-profits for its intended purpose. The successful candidate is a seasoned auditor who has demonstrated ability in exercising good judgment in diagnosing from audit findings, the root causes behind those findings, and recommending realistic and usable corrective action plans. This person views audits, not as a punitive tool, but as an opportunity for DFTA to work with non-profits to improve their fiscal health. Experience with difficult audits and fraud cases is preferred. A typical field audit consists of 2 to 3+ days of onsite field work.

The leader of the Field Audit Unit, organized, analytical and dependable, this person is a natural teacher and problem solver and will work with and guide staff on their more difficult audits, recognizing that success occurs as a team and not as an individual. This position will interact with senior staff at the Department for the Aging and be welcomed as a partner of a mission driven Budget and Fiscal team at DFTA. Please see below for major responsibilities.

**Field Audit Operations:**

- Responsible for effective field audit operations. The field unit completes 200 to 300 quality field audits annually. Ensure that field audits are properly planned, assigned to and completed by field audit staff. Ensure that appropriate corrective action plans are received and implemented by providers.
- Make field audit site visits. Review and perform audit tests that include but are not limited to the general ledger, bank reconciliations, cash receipts & disbursements, fixed assets and internal controls of non-profits funded by DFTA. Supervise and train staff on how to perform audit tasks and new audit techniques.
- Supervise staff performing field audits. Analyze and review staff work papers to ensure they independently support resulting reports, findings and recommendations. Sign off on finalized field audits and corrective action plans. Ensure quality field audit reports produced from the unit.
- Exercise good judgment, clarity and technical proficiency when performing more difficult audits of providers with persistent and/or serious findings. Exercise good judgment in diagnosing from audit findings, the root causes behind those findings and recommending realistic and usable corrective action plans. Uses this information and insights to provide high quality technical assistance and training to service providers.
- An ability to extract from the detailed field audits, an understanding and assessment of the fiscal health profile and operations of an organization. Ability to recognize when a finding is an indication of something more serious and can communicate and advise on this information in a clear and thoughtful manner to DFTA's senior staff and/or providers.

**Leadership and Policy:**

- A thought partner of DFTA's Fiscal Senior Team, contribute to audit policy development and operational improvements of the field audit unit.
- Integrate the work and knowledge of the Field Audit Unit with other areas of the Agency (e.g. program units, Budget etc.) so as to inform decision making throughout the Agency. Liaison and provide good counsel to staff throughout DFTA on particular field audit cases.

**Other Responsibilities:**

- Train and mentor field audit staff so everyone in the Field Audit Unit works in an environment where constant learning, curiosity and skills enhancement is supported. Make helpful suggestions on how to enhance staff skills and operations.
- Evaluate staff performance, gives timely feedback and provides training in the areas of need.

Manage and complete special projects as assigned in a timely and professional way that may include but not be limited to:

- Prepare billings to programs, review revenue confirmations, closeouts.
- Review and analyze audit reports prepared by CPAs to determine compliance with DFTA's Audit Guide.
- Perform desk audits of invoice claims, process voucher payments and post to ledgers by budget code; use computer to input and retrieve information, reconcile ledgers with both the Department's Contract Accounting Management System (CAMS) and the City's Financial Management System (FMS).

**Minimum Qualifications:**

1. Graduation from an accredited college with a baccalaureate degree and five (5) years of full-time, professional experience in social services, community relations, public administration or management, of which at least one year must have been in the field of aging, and of which at least one and one-half years must have been in an administrative or managerial capacity; or
2. Education and experience equivalent to "1" above. However, all candidates must have one year of experience in the field of aging and one and one-half years of experience in an administrative or managerial capacity.

**Preferred Skills:**

A baccalaureate degree from an accredited college including or supplemented by at least 24 credits in accounting, including one course each in advanced accounting, auditing and cost accounting; or a valid New York State CPA license. Excellent writing, communication and interpersonal skills; high proficiency in Excel and MS Office; must be able to travel throughout the City; Certified Internal Auditor and/or Certified Fraud Examiner with 3 to 5 years of related audit experience; experience leading and building an audit team; experience auditing City contracts and/or City funded programs.

**TO APPLY**

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID # 261923

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID# 261923  
Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **September 13, 2016**

Post Until: **Filled**

Posting No. **125-17-05 CW**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**