



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**



JVN# 130-07-0060C

Civil Service Title:	Management Auditor	
Title Code:	40502	
Office Title:	Management Auditor	
Salary		
Hiring Rate:	\$43,664	
Incumbent Rate:	\$50,214 - \$69,855	
Unit/Location:	Audits Central Office 110 William Street, 20 th Floor New York, NY 10038	
No. of Position(s):	1	
Job Description: Under the direction of the Director of Audit, the selected candidate will participate in the planning, fieldwork, workpaper development and report writing of financial, operational, and management audits. S/he will assist in coordinating and tracking audits conducted by external oversight agencies and perform follow-up reviews of actions taken in response to audit recommendations. S/he will review reports of contracted Certified Public Accountant audits for accuracy of findings.		
Qualification Requirement(s): 1. A baccalaureate degree from an accredited college including or supplemented by 24 credits in accounting, including one course each in advanced accounting, auditing and cost accounting, and one year of full-time experience in management auditing, EDP auditing, financial accounting, financial auditing and/or managerial accounting; or 2. A valid Certified Public Accountant license or a certificate as a Certified Internal Auditor.		
Preferred Qualifications: ▶ Ability to collect and analyze financial data. ▶ Demonstrated ability to initiate, plan and complete work in a timely manner. ▶ Excellent writing and organizational skills. ▶ Excellent computer skills, ideally in data tracking/analysis applications (Excel, Access, SPSS, etc.). ▶ Can work independently.		
Anyone interested in applying for this position must submit cover letter and <u>two</u> copies of resume including Job Vacancy Number to: NYC Department of Juvenile Justice Human Resources – Recruitment Division 110 William Street, 20th Floor New York, NY 10038		
The New York City Department of Juvenile Justice is an equal opportunity employer		
Posting Date: 5/29/07	Posting Expires: 6/12/07	JVN # 130-07-0060C