Department of Youth & Community Development

CIVIL SERVICE TITLE: Management Auditor, Level I	**TITLE CODE NO.:** 40502-01
OFFICE TITLE: Auditor	**SALARY:** $50,623 to $80,988 (Annual)
DIVISION/WORK UNIT: Contract Agency Audit	**WORK LOCATION:** 123 William Street, New York, NY 10038
HOURS 35 Hours Per Week	**NUMBER OF POSITIONS:** 2

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of Community-Based Organizations (CBO) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

Under the direct supervision of the Deputy Director and Director of Audit, the candidate will perform the following:

- Conduct detailed fiscal/operational audit reviews of programs and activities by analyzing audit reports.
- Conduct contract monitoring to determine vendor and consultant compliance, while providing technical assistance as needed.
- Conduct field visits to monitor implementation of corrective action plans and update management of agency's status.
- Evaluate systems of internal control of management and operations for effectiveness and efficiency.
- Examines books of accounts and related records to determine compliance with prescribed methods and procedures for proper accounting and maintenance of records and the adequacy of controls for safeguarding organization assets and make recommendations to improve such services.
- Perform audits to determine compliance with DYCD contract requirements, Comptrollers Directives and rules and regulations of other oversight agencies.
- Review audit reports prepared by independent auditors to determine that reports are prepared in accordance with Generally Accepted Accounting Principles.
- Verify correctness of expenditures to determine instances of misappropriation and possible fraud.
- Prepare reports summarizing audit findings and requesting corrective action plans.

Please note that this position requires extensive travel throughout the five boroughs of New York City

PREFERRED SKILLS:

- Knowledge of Microsoft Word, Access and Excel
- Degree in Accounting, Auditing or Finance.
- Strong written and oral communication skills.
- Knowledge and experience in performing audits in accordance with Government Audit Standards (GAS) and analyzing financial statements for compliance with Generally Accepted Accounting Principles (GAAP).

MINIMUM QUALIFICATIONS:

1. 1. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) including or supplemented by 24 semester credits in accounting, including one course each in: advanced accounting, auditing, and cost accounting; and one of the following:
   (A) one year of full-time satisfactory experience in management auditing, financial auditing, and/or information technology (IT) auditing; or
   (B) a valid Certified Public Accountant license issued by the New York State Education Department; or
   (C) a valid Certified Internal Auditor certificate issued by the Institute of Internal Auditors (IIA); or

2. A satisfactory combination of education and/or experience equivalent to "1" above. Education and/or experience may be substituted as follows:
   (A) two years of full-time satisfactory experience in financial or managerial accounting may be substituted for the one year of experience described in "1(A)" above;
   (B) undergraduate or graduate credits from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) in management, computer science, public administration, and/or business administration may be substituted for up to 9 semester credits in accounting, on a credit for credit basis.
   However, all candidates must have a baccalaureate degree including or supplemented by 15 semester credits in accounting, including one course each in advanced accounting, auditing, and cost accounting, and one of the following: at least one year of the experience described in "1(A)" above or its equivalent; or a Certified Public Accountant license; or a Certified Internal Auditor certificate, as described in "1(B)" or "1(C)" above.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.

To APPLY:
Search for the Job ID
#217046
External Candidates please go to www.nyc.gov/careers
Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE.
SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW.
ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.
If you do not have access to a personal computer, please visit your local library

POST DATE: 09/09/2015	**POST UNTIL: FILLED**	**JOB ID: 217046**

The City of New York and the Department of Youth & Community Development is an Equal Opportunity Employer.