

CIVIL SERVICE TITLE: Management Auditor, Level 1	TITLE CODE NO.: 40502-01
OFFICE TITLE: Auditor	SALARY: \$54,312- \$75,555 (\$47,228 if less than two years of City service)
DIVISION/WORK UNIT: Contract Agency Audit	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 Hours Per Week (minimum) TEMPORARY POSITION 08/01/2009-6/30/2011	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 Audit Supervisor and Deputy Director of Audit, the candidate will perform the following:

- Conducts audits to determine compliance with DYCD contract requirements and related rules and regulations of other oversight Agencies.
- Examines books of accounts and related records for proper accounting, maintenance of records, and the adequacy of controls for safeguarding organization assets and accurate reporting.
- Conducts examinations and evaluations of those procedures and practices necessary to determine whether program objectives are accomplished effectively and efficiently, and when necessary makes written recommendations.
- Performs audit monitoring functions utilizing fiscal review procedures to determine contract compliance of vendors and consultants, while providing technical assistance as needed to the Community Based Organizations.
- Reviews agency-wide independent audit reports to determine that reports are prepared in accordance with Generally Accepted Government Auditing Standards.
- Evaluates the results of corrective action plans and make further recommendation or site-visits as needed.
- Focus on contracts funded by the American Reinvestment and Recovery Act (ARRA).

The position will end conterminous with the ARRA funding on June 30, 2011.

The position may require extensive travel throughout the five boroughs of New York City.

PREFERRED SKILLS:

- Knowledge of Microsoft Word and Excel.
- Knowledge and experience in performing audits in accordance with Government Auditing Standards and analyzing financial statements for compliance with Generally Accepted Accounting Principles.
- Strong written and oral communication skills.

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in accounting, including one course in each of the following: advanced accounting, auditing, and cost accounting; and one of the following:

(a) one year of fulltime 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 required experience as described in “1(a)” above.

b) Undergraduate or graduate credits from an accredited college 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 as 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.

<<<NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT>>>

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NEW YORK CITY RESIDENCY IS REQUIRED

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO:

Karen Alexander, Assistant Commissioner

NYC Department of Youth and Community Development, Office of Human Resources

156 William Street, 3rd Floor

New York, New York 10038

Or e-mail Opportunities@dycd.nyc.gov

Visit www.nyc.gov/dycd

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: 10-6-09

POST UNTIL: Until Filled

JVN #: 261-10-018

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