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Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

MANAGEMENT AUDITOR
Exam No. 7047

WHEN TO APPLY: From: October 7, 2026
To: October 27, 2026

APPLICATION FEE: \$82.00

Paying by credit, debit, or gift card incurs a nonrefundable 2.00% service fee.
The application fee may be waived for: New York City high school students, first-time test takers, veterans, unemployed individuals, and those receiving public assistance or supplementary security income.

THE TEST DATE: Multiple-choice testing is expected to begin on **Monday, January 25, 2027.**

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES:

Management Auditors, under varying degrees of difficulty and latitude for independent judgment, perform and/or supervise professional financial, operational and performance audits, including reviews of information technology (IT) systems, using statistical sampling techniques, financial analyses, and other data. All Management Auditors perform related work.
(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:

The current minimum salary is \$65,091 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. Employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO QUALIFY:

You may be given the test before we verify your qualifications. It is your responsibility to ensure that you meet the education and experience requirements for the examination before submitting your application. If you are deemed "Not Qualified," your application fee will not be refunded and you will not receive an Admission Notice or score.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by October 27, 2027. The experience and certificate requirement needed to qualify must be met by the last day of the Application Period (October 27, 2026). The license requirement needed to qualify must be met by October 30, 2026.

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university including or supplemented by 24 semester credits in auditing, accounting, finance, economics, statistics, law, quantitative or qualitative research methodology, mathematics, data science, management, public or business administration, computer science/information technology, or a related field, **and** one of the following:
- (a) one year of full-time satisfactory experience in performance auditing according to Generally Accepted Government Auditing Standards (GAGAS) or Global Internal Audit Standards, financial auditing, internal 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).

The college or university must be 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).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

You must final submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

Residency Requirement Advisory:

Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

English Requirement:

You must be able to understand and be understood in English.

Proof of Identity:

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

<u>Manhattan</u> 2 Lafayette Street 17th Floor New York, NY 10007	<u>Brooklyn</u> 210 Joralemon Street 4th Floor Brooklyn, NY 11201	<u>Queens</u> 118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375
<u>Staten Island</u> 135 Canal Street 3rd Floor Staten Island, NY 10304		<u>Bronx</u> 1932 Arthur Avenue 2nd Floor Bronx, NY 10457

The DCAS Computer-based Testing & Application Centers will be closed on Monday, October 12, 2026.

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link: <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-special-circumstances-guide.pdf>

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at: <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

REQUIRED INFORMATION:

- 1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. **Education and Experience Exam:** Complete the exam by following the on-screen instructions. You must provide detailed information about your licenses, education, and experience and finalize your submission in the Online Application System (OASys) by midnight Eastern time on the last day of the application period. Once you click on Final Submit, no further changes can be made. Failure to submit by the deadline will result in your examination being deemed incomplete, and you will not receive a score or be invited to any subsequent exam portions. Additionally, your application fee will not be refunded.
- 3. **If applicable, ensure your foreign education evaluation is submitted directly to DCAS by an approved evaluation service within eight weeks after the application deadline.** Approved evaluation services are listed in the Foreign Education Evaluation Guide located on the DCAS website at <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. Request a "course-by-course" evaluation (which includes a "document-by-document" evaluation).

THE TEST:

The multiple-choice test for **Management Auditor** will be given at a computer terminal, and your score will determine your place on the eligible list. To pass, you must achieve a minimum score of at least 70%.

The test may include questions on general principles of internal controls of for-profit, not for-profit, nonprofit and government business entities, Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), Generally Accepted Government Auditing Standards (GAGAS), Microsoft Office (Excel, PowerPoint, Word), and other related areas.

The test may also include questions requiring the use of any of the following abilities:

Written Expression: using English words or sentences in writing so that others will understand. **Example:** A Management Auditor may use this ability when correcting grammar and spelling errors on reports and forms.

Written Comprehension: understanding written sentences and paragraphs. **Example:** A Management Auditor may use this ability to read and understand departmental messages.

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense. **Example:** A Management Auditor may use this ability when identifying and reporting errors in accordance with generally accepted accounting principles (GAAP).

Inductive Reasoning: combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together. **Example:** A Management Auditor may use this ability when reading reports to determine whether or not the assigned guideline is appropriate.

Number Facility: the degree to which adding, subtracting, multiplying, dividing and statistical sampling can be done quickly and correctly. These can be steps in other operations like finding percentages. **Example:** A Management Auditor may use this ability when maintaining a log indicating the number of contracts the agency has.

Problem Sensitivity: the ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. **Example:** A Management Auditor may use this ability when assessing audit subject matter for adherence to directives, rules, regulations, policies, procedures, and contractual agreements for compliance.

Information Ordering: following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. **Example:** A Management Auditor may use this ability when gathering background information about auditees.

Mathematical Reasoning: understanding and organizing a problem, and then selecting a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. **Example:** A Management Auditor may use this ability when analyzing data in Microsoft Excel to demonstrate the outcomes of auditees' work.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: The use of electronic devices at the test site is strictly prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens and/or other portable media or electronic devices. Any of these items brought to the test site will be placed in a Yondr pouch and sealed until after the exam event

(Examination, Protest Review Session, TVB session). Headphones and earbuds are also not allowed. Only basic, hand-held calculators with addition, subtraction, multiplication, and division functions are permitted; calculators with additional features are banned and will be sealed in a Yondr pouch if brought to the site. If you use any prohibited devices or remove them from your Yondr pouch without authorization-whether in the testing area, restroom, hallway, or any other location-you will have your test score nullified, be barred from taking civil service tests for up to five years and forfeit your application fee.

If you have a medical assistive device that sends alerts or vibrates, you must obtain written authorization from DCAS to use it during the test. To request authorization, contact DCAS at testingaccommodations@dcas.nyc.gov. Furthermore, you cannot bring anyone with you while being processed or taking the test, and no one is allowed to wait for you inside the Computer-based Testing & Application Center during the exam.

Required Identification: To enter the test site, you must bring one valid (non-expired) ID that includes both your signature and photo. The name on your ID must match the first and last name used in your exam application. If you fail to provide an acceptable form of identification, you may be denied entry to the test. Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: After completing your test, you must leave the test site immediately. If you exit the site after being fingerprinted but before finishing the test, you will not be allowed to re-enter. Ignoring this instruction and attempting to re-enter could result in not receiving your test results, nullification of your test score, and forfeiture of your application fee.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

SPECIAL ARRANGEMENTS:

Late Filing:

If you are currently provisionally employed by the City of New York, consult your agency's Personnel Office/Human Resources to determine the procedures for filing a late application if you meet one or more of the following conditions:

1. You are provisionally employed in the title for which the examination is administered and were absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave, or military duty; or
2. You were appointed provisionally to the title for which the examination is administered after the application period closed but before the date on which testing is expected to begin.

Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at testingaccommodations@dcas.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

Selective Certification:

If you have the experience, license and/or certificate listed below, you may be considered for appointment to positions requiring this experience, license and/or certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience, license and/or certificate. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience, license and/or certificate will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification based on possessing a license, this license must be maintained for the duration of your employment.

1. **Certified Public Accountant License (CPA):** A valid license as a Certified Public Accountant issued by the New York State Education Department.
2. **Certified Internal Auditor Designation (CIA):** A valid Certified Internal Auditor certificate issued by Institute of Internal Auditors (IIA).
3. **Incident Command Structure Certification (ICS):** A valid Incident Command Structure (ICS) certification such as FEMA's Professional Development Series certificate or an IS-100.c, IS-200.b, IS-700.b, or IS-800.c certificate.
4. **Municipal Government Experience (MGE):** At least one (1) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population.
5. **Microsoft Excel Experience (EXL):** At least two (2) year of satisfactory, full-time professional experience working with Microsoft Excel including, but not limited to, using advanced functions (VLOOKUP, IF statements) and Pivot Tables.
6. **Analytics Experience (ALE):** At least two (2) years of satisfactory, full-time professional experience analyzing, disaggregating, and synthesizing complex data; identifying and effectively communicating trends; and aligning data to business objectives. This experience must include knowledge of statistics and analytical reporting.
7. **Compliance Experience (BCC):** At least two (2) years of satisfactory, full-time professional experience in conducting compliance reviews; preparing compliance reports that identify issues; providing recommendations using quantitative and qualitative data collection; and establishing, developing, and facilitating compliance trainings on regulatory requirements.
8. **Data Visualization Experience (DAV):** At least two (2) years of satisfactory, full-time experience setting the business context for interpreting data and clarifying and defining that message for stakeholders and non-analysts in order to drive business decisions.
9. **Auditing Experience (AUD):** At least one (1) year of satisfactory, full-time professional experience conducting or evaluating financial audit documents in the areas of non-contracted and contracted payments, receivables, and accounting.
10. **Educational Environment Experience (EPE):** At least one (1) year of satisfactory, full-time experience working in an educational environment processing procurement documents and contracts.
11. **Experience Using the New York City Financial Management System (FMS), PASSPort and/or Automated Procurement Tracking (FME):** At least (1) year of satisfactory, full-time experience utilizing the New York City Financial Management System (FMS), PASSPORT and/or Automated Procurement Tracking (APT) for tasks including but not limited to the accounting of City funds; administering budgets and revenues; processing contracts, procurements and/or payments; submitting claims for reimbursement; and/or auditing.
12. **Experience in Organizational Change in Mental Health Service Providers and Networks (MHO):** At least two (2) years of satisfactory, full-time experience assisting community based organizations or other service providers implementing quality improvement processes or other organizational changes to optimize mental health treatment services, development and service delivery systems.
13. **Contract Administration Experience in a Public Health or Health Services Setting (AHS):** At least one (1) year of satisfactory, full-time experience in a health services setting such as a laboratory, hospital, community health center, private medical practice, patient care facility, or in a public health, environmental health, or mental hygiene program, engaged in the negotiation, preparation, auditing, and/or management and administration of contracts, grants, appropriations and/or defined budgets; in the preparation and conduct of administrative, procedural, organizational and/or operational studies and analyses, including cost analyses; and/or, in personnel or procurement administration pertaining to contract management, and such experience was not part of a formal education program.
14. **Selective Certification for experience in Performance Auditing according to Generally Accepted Government Auditing Standards (GAGAS):** At least two (2) years of satisfactory, full-time experience in conducting performance audits according to Generally Accepted Government Auditing standards (GAGAS) of entities to ascertain management effectiveness and efficiency, accountability, and program performance.
15. **IT and Security Audits (IXT):** At least two (2) years of satisfactory, full-time experience in executing information technology and cybersecurity audits of IT systems, projects, and contracts.
16. **Federal Government Experience (FGE):** At least one (1) year of satisfactory, fulltime experience working within the federal government of the United States in a similar position.
17. **AmeriCorps (AMC):** Successful completion of at least ten (10) months of satisfactory, full-time experience as a NYC Service AmeriCorps member at a City agency or non-profit organization, which includes 100+ hours of workforce preparedness trainings.
18. **Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your submission.

Translation Notice:

This document is provided in English. Solely for convenience, Google Translate is offered to provide machine-generated translations to other languages. The New York City Department of Citywide Administrative Services (DCAS) makes no representations or warranties, express or implied, regarding the accuracy, completeness, or reliability of any machine-generated translation and shall not be liable for any errors or omissions arising from the use of such translations. In the event of any conflict or inconsistency between the translated version and the English version, the English version will control and prevail.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 40502; Management Auditor Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.

Internet: nyc.gov/dcas