

MICHAEL R. BLOOMBERG Mayo

MARTHA K. HIRST Commissioner

THE CITY OF NEW YORK DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES APPLICATIONS CENTER 18 WASHINGTON STREET NEW YORK, NY 10004

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM

EDUCATION AND EXPERIENCE TEST PAPER

FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

ASSOCIATE MANAGEMENT AUDITOR Exam. No. 5023

WHEN TO APPLY: To:

From: January 4, 2006 January 24, 2006

APPLICATION FEE: \$50.00 Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, April 29, 2006.

WHAT THE JOB INVOLVES: Associate Management Auditors, under general supervision, perform highly difficult work in or supervise a staff in the conduct of complex and detailed financial, operational and management audits including reviews of EDP systems; apply statistical sampling techniques and analyze financial and other data. All Associate 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 \$46,205 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 by mail only. DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

- 1. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in accounting, including one course in advanced accounting, auditing, and cost accounting, and three years of full-time satisfactory experience in management auditing, financial auditing, and/or EDP auditing, one year of which must have been in a supervisory capacity; or
- 2. A satisfactory combination of education and/or experience that is equivalent to "1" above. A license as a Certified Public Accountant or a certificate as a Certified Internal Auditor, or two years of full-time experience in financial or managerial accounting may be substituted for one year of the required nonsupervisory experience. Graduate or undergraduate credits in management, computer science, public administration, and/or business administration may be substituted for up to 9 semester credits in accounting. However, all candidates must have at least two years of full-time experience, including one year in a supervisory capacity, and a baccalaureate degree including or supplemented by 15 semester credits in accounting, including one course in advanced accounting, auditing, and cost accounting.

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1)(2)You begin City service as a result of this examination: or
 - You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

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 the City of New York.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIRED FORM(S):

- **1. Application for Examination**: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
- 2. Education and Experience Test Paper: Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A, A.1, A.4, A.5, A.6, B and C if applicable. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
- 3. Foreign Education Fact Sheet (Required <u>only</u> if you need credit for your foreign education to meet the education and experience requirements): 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. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "course-by-course" evaluation (which includes a "document-by-document" evaluation) of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.
- **THE TEST**: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on generally accepted accounting principles (GAAP); generally accepted auditing standards (GAAS) including Governmental Auditing Office (GAO) standards; operational and financial audits; reading comprehension and interpretation of complex materials, including agency guidelines and contracts; communication to secure information and to prepare reports; basic statistical sampling; supervision, including training staff, assigning work and reviewing subordinate's work; standards of proper employee ethical conduct; and other related areas.
- **ADMISSION CARD**: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.
- **THE TEST RESULTS:** If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.
- **SPECIAL TEST ACCOMMODATIONS**: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer. Title Code No. 40503; Management Auditor Occupational Group

For information about other exams, and your exam or list status, call 212-669-1357. Internet: nyc.gov/dcas