

CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Administrative Accountant (M-II)</u>	Salary:	<u>\$130,000 - \$140,000 Annually</u>
Title Code:	<u>10001</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Director, Fiscal Compliance Audit</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Bureau of Finance Services/Office of Compliance, Audit & Risk Management</u>			

Additional Information:

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

The NYC Department for the Aging (NYC Aging) promotes and supports inclusive, safe, affordable, healthy aging. NYC Aging remains steadfast in its role and responsibility to preserve the dignity and quality of life for approximately 1.8 million diverse older New Yorkers by eliminating food insecurity, providing access to affordable, stable housing, enhancing access to quality healthcare services and protecting older New Yorkers from harm and abuse with the ultimate goal of a more age-friendly city in which older adults can age gracefully with respect.

The Bureau of Financial Services (BFS) is responsible for administering the agency’s operating and capital budget. BFS oversees the Budget, Payment Services, Claiming and Revenue Accounting and Audit and Compliance Functions; ensures that funds are available for the procurement of goods and services, invoices are paid promptly, and that all funds are spent on allowable services, with reasonable and auditable costs that reflect the agency's mission; and reviews audited financial statements from providers and investigates areas of concern.

NYC Aging seeks a highly motivated Senior Manager with broad-based experience in compliance, internal and external audit, financial reporting, and programmatic fiscal processes to serve as Director of Fiscal Audit. The selected candidate for this position will use an independent, structured, and disciplined approach to adhere to reporting requirements that include Criteria, Condition, Cause, Consequence, and Correction. Reporting to the Chief Compliance Officer on investigative matters related to fiscal oversight or of agency-wide significance. The individual will play a critical role in ensuring the effective implementation and monitoring of internal controls, risk management processes, and compliance with applicable laws and regulations. The Director of Fiscal Compliance will report to the Chief Compliance Officer to provide recommendations for improving operational efficiency and effectiveness.

Director of Fiscal Audit duties and responsibilities will include but not be limited to:

- Directing and planning fiscal and programmatic audits and follow ups on financial findings and recommendations and questioned costs.
- Oversee the monitoring of subcontractor’s financial controls and providing technical assistance as needed by field audits.
- Prepare and review written reports and correspondence that are clear, concise, accurate and timely.
- Direct, oversee, coach and develop the contract close-out and audit team on their assigned caseloads.
- Review work prepared by auditors to ensure that it has been annotated properly and adequately support audit findings.
- Serve as IT liaison for the Bureau of Financial Services, ensuring the prompt and efficient development of new features and reports.
- Spearhead periodic internal fiscal, program, operations audits with a goal of continuous quality improvement.
- Improve internal control framework and trend reporting.
- Create and revise organizational policies and procedures to comply with applicable laws and regulations; appropriately disseminate this information to staff as needed.
- Identify activities and practices that risk violating regulations and industry standards; work alongside leadership, managers and staff to mitigate these risks.
- Research, evaluate and determine compliance software to support this work.
- Keep leadership and staff informed about rules and regulations by coordinating workshops, classes, and training.
- Assist in hiring audit staff.

• Represent the Audit and Compliance Unit as required on special projects.		
Minimum Qualifications: 1. A baccalaureate degree from an accredited college including or supplemented by 24 credits in accounting, including one course each in advanced accounting and auditing and four years of satisfactory full-time professional accounting or auditing experience, at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising a staff performing accounting or auditing work; or 2. A valid New York State Certified Public Accountant license and at least 18 months of satisfactory full-time professional accounting or auditing experience in an administrative, managerial or executive capacity or supervising a staff performing accounting or auditing work.		
Preferred Skills: • 5+ years of related leadership experience. • A minimum of four years of experience in audit, compliance, or risk management, preferably within the public sector or government agencies. • Strong understanding of audit methodologies, internal controls, risk assessment, and compliance frameworks. • Excellent communication and writing skills, with the ability to effectively communicate audit findings and recommendations to diverse audiences. • Analytical mindset with the ability to think critically and problem-solve in a dynamic and complex environment. • Excellent organizational skills and the ability to work independently, and complete multiple audit assignments simultaneously. • Extensive knowledge of relevant laws, regulations, and standards applicable to government entities. • Excellent knowledge of Microsoft Office (Word, Excel, PowerPoint, and Outlook). • Data analysis and savvy to use applicable data analysis tools and interpret findings. • Ability to translate and report legal, regulatory and policy jargon and industry-specific language.		
NOTE: NEW YORK CITY RESIDENCY IS REQUIRED FOR THIS POSITION		
55-a Program: This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.		
<u>TO APPLY</u> Please be sure to submit a resume & cover letter when applying. All current City Employees may apply by going to Employee Self Service (ESS) http://cityshare.nycnet/ess Click on Recruiting Activities/Careers and Search for Job ID # 786133 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 786133		
Posting Date: September 17, 2026	Post Until: Filled	JVN No. 125-27-18 CW