

**CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING**

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Analyst</u>	Salary:	<u>\$65,091 * - (Non-City minimum) \$74,855 ** - (City minimum)</u>
Title Code:	<u>40502</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Management Auditor I</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Bureau of Financial Services/Vendor Payment</u>			

**Additional Information:**

***In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Management Auditor or have taken the most recent Management Auditor civil service exam and be reachable for appointment from the resulting list.***

***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:**

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

The Bureau of Financial Services is responsible for administering the agency's operating and capital budget. The bureau ensures that funds are available for the procurement of goods and services, invoices are paid in a timely manner, and that all funds are spent on allowable services, with reasonable and auditable costs that reflect the agency's mission. The bureau reviews audited financial statements from providers and investigates areas of concern. The bureau oversees the Budget, Payment Services, Claiming and Revenue Accounting, and Audit Departments.

The ideal candidate for this position is a problem-solver who is dedicated to providing excellent customer service to a range of community-based discretionary service providers. Through operating as a resource for providers, the candidate is expected to act as a subject expert on Vendor Payments standards.

NYC Aging Vendor Payment ensures that provider agencies, vendors, and clients are reimbursed for goods and services in a timely and accurate manner. The unit works to ensure the completion of timely payments on allowable expenses to contractors. The Vendor Payment Unit processes payments in the amount of \$480m baseline and over \$39 million in discretionary contracts annually.

The Bureau of Financial Services seeks a dynamic, motivated and detail-oriented individual to serve as an Analyst in the Vendor Payment Unit. The Analyst will perform desk audits, provide fiscal technical assistance and conduct complex financial and analytical tasks for the Bureau of Financial Services. With latitude for decision making, the candidate will report to the Supervisor of Vendor Payments Unit. The candidate responsibilities will include but are not limited to:

- Conduct desk audits on invoices, review and process payments, and advances.
- Provide fiscal technical assistance to contracted NYC Aging agencies.
- Prepare responses verbally and in writing regarding inquiries from contracted agencies and agency personnel officers to resolve problems related to invoices.
- Formulate and maintain contract ledgers according to established budget codes.
- Reconcile PASSPort contracts with NYC Financial Management System (FMS).
- Summarize and present weekly reports for Bureau of Financial Services management staff.
- Assist in other ad-hoc and special projects as assigned.

**\*Non-City rate (non-City candidates & candidates with less than 2 years of City Service)**

**\*\*City incumbent rate (Candidates with 2 or more active years of City Service)**

**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 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 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.

**Special Note**

To be eligible for placement in Assignment Level II individuals must have, in addition to meeting the minimum requirements, at least one year of experience as a Management Auditor - Assignment I or at least two years of experience in management auditing, financial auditing, and/or information technology (IT) auditing.

**Preferred Skills:**

- Preferred knowledge of Microsoft Excel, Microsoft Word, and PowerPoint.
- Excellent writing and oral communication skills preferred.
- Advanced skills in Excel such as the ability to use Pivot tables, V-look-ups and to create transparent spreadsheets.
- Knowledge of the PassPort (NYC's Procurement and Sourcing Solutions Portal) a plus.
- Knowledge of the HHS Accelerator Financial System and its CPR feature a plus.
- Takes initiative to identify ways in which processes can be improved a plus.
- Prefer detail oriented organizational skills with strong attention to detail.
- Excellent customer service skills with ability to problem-solve preferred.
- Strong analytical background that can use data to produce models, summary statistics and reports preferred.
- Comfortable with embracing technology to support and enhance operations.

**NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.**

**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

**TO APPLY**

**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 # 713796**

**All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID# 713796**

Posting Date: **June 17, 2025**

Post Until: **Filled**

JVN No. **125-25-47 CW**