

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

**CITYWIDE VACANCY NOTICE**

|                      |  |                      |   |
|----------------------|--|----------------------|---|
| Civil Service Title: | <u>Management Auditor I</u>                    | Salary:              | <u>\$49,389 - \$79,013*</u><br><u>\$56,797 - \$79,013**</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>Fiscal &amp; Budget/Contract Accounting</u> |                      |   |

**Job Description**

Under supervision, perform professional accounting work of moderate difficulty and responsibility. Typical tasks include but are not limited to:

- Conduct field audits within the five boroughs 3-4 days a week; write reports, make recommendations to delegate agencies; perform audit follow up tasks; work independently or with others in executing responsible accounting assignments following prescribed rules of procedures; perform related work.
- Provide technical assistance to delegate agencies.
- Prepare Financial schedules, projections and review Financial Statements, summaries and correspondence relating to Revenue Statements by Service Cost Center used by CPAs for inclusion in Audit Reports, Post-Audit Adjustments, Closeouts related to disbursement confirmation and other related work.
- Perform Desk Audits, process payments. Use computer to input and retrieve information. Handle special assignments.
- Review and analyze the accuracy of the Financial and Compliance data presented in the Audit Reports by Certified Public Accountants (CPA) for contents in accordance with DFTA's Audit Guide and review delegate agencies responses.

**\*Non-City rate.**

**\*\*City incumbent rate.**

**Minimum Qualifications**

A baccalaureate degree from an accredited college including or supplemented by 24 credits in accounting, including one course in each of the following: advance accounting, auditing, and cost accounting; and one of the following: one year of full-time experience in management auditing, financial auditing, and/or information technology (IT) auditing or a valid New York State CPA license; or a valid Certified Internal Auditor certificate.

**Preferred Skills**

- Knowledge of Excel and Word.
- Very good oral and writing skills.

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

**TO APPLY**

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 #192615

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#192615

**Please do not email, mail or fax your resume to DFTA directly.**

Posting Date: **May 5, 2015**

Post Until: **Filled**

JVN No. **125-15-27-CW**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**