

CIVIL SERVICE TITLE: Management Auditor Trainee	TITLE CODE NO.: 40501
OFFICE TITLE: Auditor	SALARY: \$38,303 to \$44,048 (annual)
DIVISION/WORK UNIT: Contract Agency Audit	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of Community-Based Organizations (CBO) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

Under the direct supervision of the Audit Supervisor and Deputy Director of Audit, the candidate will perform the following:

- Train and assist in conducting audits to determine compliance with DYCD contract requirements, and related rules and regulations of other oversight Agencies.
- Train and assist in examining books of accounts and related records for proper accounting, maintenance of records, and the adequacy of controls for safeguarding organization assets and accurate reporting.
- Train and assist in conducting examinations and evaluations of those procedures and practices necessary to determine whether program objectives are accomplished effectively and efficiently, and when necessary makes written recommendations.
- Train and assist in performing audit-monitoring functions utilizing fiscal review procedures to determine contract compliance of vendors and consultants, while providing technical assistance as needed to the Community Based Organizations (CBOs).
- Review agency-wide independent audit reports to determine that reports are prepared in accordance with Generally Accepted Government Auditing Standards and evaluates the results on the audit.
- Assist in evaluating in-house audit results to determine non-compliance issues with applicable contract requirements and governing laws, and the need for issuance of an agency corrective action plans.
- Assist in conducting exit conference and engage in discussion with independent auditors and agency's officials to provide supports and resolution of potential negative audit results.

This position may require travel throughout the five boroughs of New York City.

PREFERRED SKILLS:

- Knowledge of Microsoft Word and Excel.
- Degree in Accounting, Auditing, or Finance preferred.
- Knowledge and experience in performing audits in accordance with Government Auditing Standards and analyzing financial statements for compliance with Generally Accepted Accounting Principles.
- Strong written and oral communication skills.

MINIMUM QUALIFICATIONS:

A baccalaureate degree from an accredited college including or supplemented by 24 credits in accounting including one course each in auditing, cost accounting, and advanced accounting.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.

To APPLY:

Search for the Job ID

#124588

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE.
SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER
CONSIDERATION WILL BE CONTACTED.

If you do not have access to a personal computer, please visit your local public library

POST DATE: 8/6/2013

POST UNTIL: Until Filled

Job ID #: 124588

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.