

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Management Auditor I</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>Auditor</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Bureau of Financial Services/ Audit: Contract Review</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 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.

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.775 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.

NYC Aging seeks a dynamic, motivated, and detail-oriented individual to serve as the agency's Management Auditor in the Audit: Contract Review Unit. The Management Auditor will provide oversight and work with independent CPA firms to ensure quality program audits are being completed in a timely manner, follow up with NYC Aging funded non-profit programs on corrective action plans needed as a result of these program audits. The Management Auditor duties include but are not limited to:

- Provide oversight and quality control over the work done by the independent CPA firms by thoroughly reviewing and analyzing the accuracy of the financial and compliance data/statements presented in the draft audit reports.
- Audit and verify that the monies are being used appropriately for services and deliverables in accordance with the City of New York and The Department for the Aging's fiscal compliance guidelines.
- Ensure that the final audit reports are prepared in accordance with NYC Aging's Audit Guide and auditing requirements. Evaluate the findings to see if they accurately capture the deficiencies at hand and follow up with the non-profits on corrective action plans and their implementation.
- Act as Agency Liaison and provide technical assistance to independent CPA firms and the audited non-profits about deadlines, deficiencies, corrective action plans, questioned costs, etc.
- Review financial schedules relating to revenue schedules/statements needed by independent CPA(s) for inclusion in audit reports and other related contract closeout work. Review final budget and expenditures schedules needed to assist with contract closeout.
- Complete special projects for the Audit: Contract Review Unit.

***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 at least two years of experience in management auditing, financial auditing, and/or information technology (IT) auditing.

Preferred Skills:

- Non-profit and City funded social service contract experience preferred.
- Experience in the field of processing difficult audits; and/or exposure to fraud situations a plus.
- Excellent writing and oral communication skills. 1 to 3 years of professional audit experience a plus.
- High proficiency in Microsoft Excel.

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

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 #739950

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #739950

Please do not email, mail or fax your resume to NYC Aging directly.

Posting Date: **October 24, 2025**

Post Until: **Filled**

JVN No. **125-26-11 CW**