City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice
REPOST

Civil Service Title: Management Auditor	**Level:** I
Title Code No: 40502	**Salary:** $50,623-$80,988 **Frequency:** ANNUAL
Business Title: Confidential Auditor	**Work location:** 75-20 Astoria Boulevard East Elmhurst, NY 11370
Division/Work Unit: Investigations	**Number of Positions:** 1
Job ID: 232508	**Hours/Shift:** Day Tour

Job Description

The New York City Department of Correction seeks an experienced candidate to serve as the Confidential Auditor within the Division of Investigations. Reporting to the Deputy Commissioner and/or the Assistant Commissioner for Investigations, the candidate will be responsible for overseeing, monitoring, and reporting on the Investigations' financial operation, to ensuring compliance with applicable accounting/budgeting/procurement guidelines. The selected candidate will formulate and standardize internal/external recording and reporting procedures as stipulated by compliance controls. In particular, the candidate will make recommendations regarding the formulation and implementation of the Division's 460 fund which involves the accounting of clandestine, undercover, and confidential operations and the associated expenses. The candidate will be responsible for formulating policies and procedures to ensure proper fiscal controls are maintained by the staff operating in this confidential and undercover arena. The job will include reviewing confidential expenditures for accuracy and conformity with budgeted thresholds, and to insure internal controls are being met.

Other duties include, but are not limited to the following:

- Creation of a recording system that will report on expenses, providing instant reconciliation reports when requested.
- Liaise with the Budget Office and provide data to assist in reconciliation with the City's Financial Management System (FMS);
- Prepare annual budgetary spending plans, recognizing trends by category in the Investigations Unit and preparing monthly banking reports for submission to Financial Services;
- Reviews expenditures whether by cash or credit card, for accuracy and coding, checking receipts, against payment records, and maintaining ledgers/journals;
- Examines, analyzes, reconciles, and recommends adjustments of invoices prior to payment;
- Reviews, interprets, and consolidates expense reports, invoices, communications, performing spot checks of inventory;
- Conduct special projects related to expense accounts as directed by the Assistant Commissioner, Investigations Division and/or the Deputy Commissioner, Investigation Division, which may include working closely with internal Budgetary control personnel.

Minimum Qualification Requirements

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.

Preferred Skills

- Strong analytical background, knowledge of and experience with the City of New York budget process and accounting systems, such as the Financial Management System (FMS)
- Project Management and team leadership skills
- A strict adherence and commitment to confidentiality and integrity
- Computer skills including Microsoft Word, Excel, and PowerPoint.
- Excellent written and communication skills

Residency Requirements

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# **232508**
For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# **232508**
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 4/25/16	**Post Until: 6/20/16**

The City of New York and the Department of Correction are Equal Opportunity Employers