



## **Auditor - CAPACITY BUILDING & OVERSIGHT UNIT**

**JOB NUMBER:** 12001

**ORGANIZATIONAL PROFILE:** The Mayor's Office of Contract Services (MOCS) supports the procurement activities of City agencies; maintains a comprehensive contract information system known as VENDEX; provides online access to public contract information through its Public Access Center; directs the City's procurement reform, streamlining and new technology efforts; fosters contacts with the vendor community; and administers public hearings for contracts, real property, franchises and concessions, and in rem property foreclosure releases. The Director is the City Chief Procurement Officer.

The Mayor's Office of Contract Services assists nonprofits through the Capacity Building and Oversight (CBO) unit. The mission of CBO is to evaluate and strengthen the City's nonprofit partners to ensure the provision of essential community services and responsible stewardship of public funds.

**JOB DESCRIPTION:** CBO has oversight responsibilities for \$15 billion dollars of registered contracts between mayoral City agencies and 1450 nonprofit vendors. Applicants should be able to immediately survey the portfolio and design an audit program with limited training. Under the direction of the Associate Director for Capacity Building & Oversight, and with latitude for the exercise of independent judgment, the Auditor will be responsible for creating a new audit program to review, assess and monitor the finances and accounting practices of nonprofit organizations to evaluate solvency, compliance and sustainability for each vendor. The Auditor will be responsible for audit planning, setting the unit audit schedule and communicating findings to stakeholders in the Mayor's Office, City agencies and nonprofit organizations, as well as operational duties related to the audit program.

Principal duties and responsibilities are as follows:

- Plan and complete an annual schedule of fiscal/operational audits of programs and activities of nonprofit vendors including:
  - Contract monitoring to determine vendor and consultant compliance.
  - Evaluations of systems of internal control of management and operations for effectiveness and efficiency.
  - Examinations of the books of accounts and related records to determine compliance with prescribed methods and procedures for proper accounting and maintenance of records and the adequacy of controls for safeguarding organization assets.

- Audits to determine compliance with City agency contract requirements, Comptrollers Directives and rules and regulations of other oversight agencies.
- Review expenditures to evaluate findings of misappropriation and possible fraud.
- Write reports summarizing audit findings and requesting corrective action plans.
- Evaluate corrective action plans submitted by nonprofit vendors in response to audit findings and recommendations.
- Communicate findings and identified deficiencies to City agency staff and recommend corrective actions.
- Recommendations and technical assistance to improve the fiscal operations of contracted nonprofit providers.
- Monitor implementation of corrective action plans and write updates on agency's status.
- Travel throughout the five boroughs of New York City as needed.
- Contribute expertise to shared audit program:
  - Analyze human services agencies' audit schedules for opportunities to align audit schedules with shared providers.
  - Review data from agencies on an annual basis regarding their contracting portfolio and analyze data through a risk-based methodology to inform audit schedule and assignments.
  - Review audit findings and determine appropriate follow-up audits.
  - Develop standard audit guidelines.
- Evaluate and communicate risk related to audit findings and other factors:
  - Analyze data on the City's nonprofit partners.
  - Contribute information on risk to the unit's annual plan for CBO Reviews.
- Provide training, coaching and supervision to nonprofit staff and board members, external auditors and City agency staff, in part via the City's Procurement Training Institute (PTI).
- Schedule and facilitate meetings of City agency and nonprofit representatives.
- Perform special projects and analyses as assigned, represent the Office at interagency meetings and prepare relevant reports.

### **PREFERRED QUALIFICATIONS AND/OR SKILLS:**

- A master's degree from an accredited college in accounting, business or public administration, management science, operations research, organizational behavior, industrial psychology, accounting, law or a closely related field, including or supplemented by 24 semester credits in accounting, including one course in each of the following: advanced accounting, auditing, and cost accounting; with at least three (3) years of full-time satisfactory professional experience, OR
- 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 with at least five (5) years of full-time satisfactory professional experience in purchasing, procurement, contract administration, auditing or related field.
- One of the following:
  - (a) A license as a Certified Public Accountant issued by the New York State Education Department.
  - (b) A license as a Certified Internal Auditor issued by the Institute of Internal Auditors
  - (c) Two (2) years experience working in a capacity with responsibilities related to accounting principles, audit guidelines, testing protocols, or internal controls.
- Familiarity with the nonprofit sector in New York City.

- Familiarity with financial reports, accounting documents and audit work papers; experience with quality control reviews of such working papers.
- Ability to take initiative, prioritize duties, problem solve, work independently and within a team environment, pay close attention to detail, meet deadlines, do appropriate follow-up, work well under pressure and maintain a positive, team-oriented work ethic.
- Excellent written and oral communication skills; experience with public speaking a plus.
- Ability to interface with all supervisory and frontline staff, including senior management and other respective stakeholders both in and outside government.
- Interest in New York City policy and operations and nonprofit management.
- Familiarity with computer and online applications and ability to learn and teach technical systems

**SALARY:** Commensurate with experience.

**TO APPLY:** Please submit a resume, cover letter and three (3) references to: [Candidate Application](#)

**New York City Residency Is Required Within 90 Days Of Appointment**  
**The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers**

**Women, people of color, LGBT individuals, veterans, and people with disabilities are strongly encouraged to apply. Opportunities for advancement exist, and the Office of the Mayor is committed to helping staff develop and grow.**