

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Management Auditor II</u>	Salary:	<u>\$64,857* – 74,585**</u>
Title Code:	<u>40502</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Vendor Payment Supervisor</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Division of Operations & Administration/Bureau of Financial Services/Vendor Payment</u>		

Additional Information:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the NYC Department for the Aging.

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 current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

New York City is home to approximately 1.64 million older adults, and the Department for the Aging (DFTA) is committed to helping them age in their homes and communities. The mission of DFTA is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. DFTA also works to support caregivers through service, advocacy, and education.

DFTA accomplishes this mission by funding over 400 non-profits through 600+ contracts. As such, the Vendor payment Supervisor supervises a team of 8 accountants processing over 10,000 vendor invoices annually and other analytical, reporting, accounting and communication tasks.

The Supervisor of the Vendor Payment Unit will report to the Director of Vendor Payment. The ideal candidate is familiar and understands the critical role that prompt payment plays to in nonprofits' ability to provide services to older New Yorkers. The supervisor thrives in an autonomous and deadline oriented workplace, is a problem solver and a self-start. This position plays a critical role in fiscal operations and will interact with providers and other units throughout the Agency (e.g. Budget, Procurement, Programming, IT, Research and Analysis, Audit). The supervisor has extensive knowledge in the computer applications used in the unit such as HHS Accelerator, CAMS, FMS and CPR reporting.

With great latitude for independent judgement, the Supervisor of Vendor Payment will be responsible for:

- Providing oversight, training and guidance to a team of 8 accountants, including their performance evaluation.
- Leading and supervising the review and processing of invoices such to avoid cash flow problems for providers.
- Ensuring that invoices are promptly and properly reviewed by team of Accountants, in accordance with the DFTA's Fiscal Manual and other internal guidelines.
- Ensuring that 90% of invoices are reviewed and paid within 9 days of receipt.
- Monitor internal reports to make sure any issues are successfully resolved and Providers are efficiently assisted in troubleshooting any issues they encounter.
- Providing support, guidance, and training to Accountants in processing invoices and resolving issues with Providers. Quality customer service to providers includes prompt payment, the provision of accurate and useful information, responsiveness and problem solving, handled in a professional manner.
- Interfacing and communicating effectively with other internal and external units; exercising tact, professionalism, and good judgment when responding both orally and in writing to any inquiries.
- Preparing and monitoring the year-end rollovers and voucher audits performed by the City's Comptroller's Office.
- Developing, analyzing and reporting on performance metrics for the unit for senior management.
- Conduct complex and detailed financial, operational, and management review and or analysis of programs books of accounts and related records to determine compliance with prescribed methods and procedures for proper accounting and maintenance of records and controls.
- Handling special assignments, including assisting with developing adhoc reports, audits and other projects and special initiatives as assigned.

***Non-City rate.**

****City incumbent rate.**

Minimum Qualifications:

1. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) including or supplemented by 24 semester credits in accounting, including one course each in: 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 experience described in "1(A)" above;

(B) undergraduate or graduate credits from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) 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 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.

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

Preferred Skills:

A baccalaureate degree from an accredited college including with a major or minor in Accounting, including one course each in advanced accounting, auditing and cost accounting; or a valid New York State CPA license. Expert knowledge of Microsoft Excel, Word, excellent writing and oral communication skills.

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

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 #527845

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#527845

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

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.

Posting Date: **May 11, 2022**

Post Until: **Filled**

JVN No. **125-22-70 CW**