

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$48,895 - \$75,900*</u> <u>\$56,229 - \$75,900**</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Community Coordinator</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Fiscal/Contract Accounting/Vendor Payments</u>		

Job Description:

- Perform desk audits of invoice claims, process voucher payments and post to ledgers; use computer to input and retrieve information.
- Provide fiscal technical assistance to delegate agencies; respond both orally and in writing to inquiries from delegate agencies and agency personnel to resolve problems relating to claims.
- Prepare and maintain contract ledgers according to established budget codes, reconcile Ledgers with both the Department's Contract Accounting Management System (CAMS) and the City's Financial Management System (FMS).
- Conduct complex and detailed financial, operational, and management field audits 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. Draft reports analyzing of audit findings including comments, recommendations and supporting schedules.
- Prepare billings to programs and follow up, review revenue confirmations, closeouts and perform other special projects.
- Review and analyze audit reports prepared by independent auditors to determine that reports are prepared in accordance with DFTA's Audit Guide. Perform other related work.
- Handle special assignments and related work.

*Non-City rate

**City incumbent

Minimum Qualifications:

A baccalaureate degree and two years experience in community work or community centered activities in an area related to the duties described above, or a high school diploma or equivalent and six years of experience, or equivalent in experience and education.

Preferred Skills:

A baccalaureate degree from an accredited college including or supplemented by 24 credits in accounting, including one course in each of the following: advance accounting, auditing, and cost accounting; and one of the following: one year of full-time experience in management auditing, financial auditing, and/or information technology (IT) auditing or a valid New York State CPA license; or a valid Certified Internal Auditor certificate. Knowledge of Microsoft Excel and Microsoft Word. Very good oral and writing skills.

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

TO APPLY

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 #242107

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#242107

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

Posting Date: **June 2, 2016**

Post Until: **Until Filled**

JVN No. **125-16-34 CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER