

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$65,000 - \$75,000</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Auditor-in-Charge</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Budget & Fiscal Operations/Contract Accounting-Field Audit Unit</u>		

Job Description:

New York City Department for the Aging (DFTA) provides an array of services to support older New Yorkers so that they can age in place and remain in their communities. DFTA accomplishes this mission by funding 350 to 400 non-profits through 400 to 500+ contracts valued at over \$288M annually.

The field auditor in charge works to ensure that the monies are being used appropriately by the non-profits for its intended purpose through the field audits. A typical field audit of a program consists of 2 to 3+ days of onsite field work followed by analysis and report writing.

The ideal candidate has field auditing experience of City funded social service programs and views audits, not as a punitive tool, but as an opportunity for DFTA to work with non-profits to improve their fiscal health and practices. The Auditor-in-Charge will have a smaller caseload of more difficult programs while providing support to his/her field audit colleagues on their audit assignments. The support provided to other field auditors could be secondary reviews of draft field audits, sharing auditing/writing techniques and giving counsel on certain audit situations. This person is a natural teacher and problem solver and will work with and guide staff on their more difficult audits, recognizing that success occurs as a team and not as an individual. Experience with difficult audits and fraud cases is preferred. Please see below for major responsibilities:

Field Audit Work:

- Coordinate and conduct field audits of more difficult programs that have persistent findings. On occasion, the Auditor-in-Charge may lead a small team of field auditors in the assignment. Review and perform audit tests that include but are not limited to the general ledger, bank reconciliations, cash receipts & disbursements, fixed assets and internal controls of non-profits' programs funded by DFTA.
- Prepare and review accounting work papers to ensure that they independently support the findings and recommendations in the field audit report. Write a clear and concise field audit report with realistic and usable corrective recommendations. Provide technical assistance to providers.
- Possess an ability to extract from the details and work papers about a DFTA-funded program, the root causes behind those findings and recommend realistic and usable corrective action plans. This person is able to recognize when a finding is an indication of something more serious and can communicate and advise on this determination to his or her supervisor.

Colleague Support:

- Provide support to other Field Auditors, as directed by the Field Auditor Supervisor, on their audit cases. Support could include secondary reviews of draft field audits and work papers, sharing auditing/writing techniques, reviewing draft findings and corrective action plans and giving counsel on certain audit situations.

Special Assignments:

Handle special assignments and related work to include but not be limited to:

- Prepare billings to programs, and follow up, review revenue confirmations, closeouts.
- Review and analyze audit reports prepared by CPAs to determine compliance with DFTA's Audit Guide.
- Perform desk audits of invoice claims, process voucher payments and post to ledger.

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 at least 24 credits in accounting, including one course each in advanced accounting, auditing and cost accounting; or a valid New York State CPA license. High proficiency in Excel and MS Office. Excellent writing and oral communication skills. 3 to 5 years of field audit experience, preferably of non-profits who hold City funded social service contracts. Some experience of difficult audits or fraud situations preferred.

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 #262655

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#262655

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

Posting Date: September 16, 2016	Post Until: Filled	JVN No. 125-17-09CW
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