

MAYOR'S OFFICE OF CONTRACT SERVICES

CBO AUDIT ANALYST - CAPACITY BUILDING & OVERSIGHT UNIT

JOB NUMBER: 11902

ORGANIZATIONAL PROFILE: The Mayor's Office of Contract Services (MOCS) supports the procurement activities of City agencies; maintains a comprehensive vendor information system known as VENDEX; directs the City's procurement reform, streamlining new technology efforts; and fosters the City's relationship with the vendor community. The City's procurements are valued at over \$17 billion per year and span an enormous range, including \$3 billion in new contracts each year with over 2,200 nonprofit organizations. 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: Under the direction of the Director of the Mayor's Office of Contract Services, the Associate Director for Capacity Building & Oversight and under the direct supervision of the supervision of the Audit Director for Capacity Building and Oversight, with latitude for the exercise of independent judgment, the CBO Audit Analyst is responsible for providing technical assistance and audit review of nonprofit organizations that have contracts to provide health and human services to New York City residents. CBO Audit Analysts review and share information on nonprofits' financial operations and controls and provide guidance to City agencies regarding vendor responsibility and policy development to improve partnerships with human services providers. Principal duties and responsibilities are as follows:

- Conduct detailed fiscal/operational audit reviews of programs and activities by analyzing financial and audit reports;
- Conduct contract monitoring to determine vendor and consultant compliance, while providing technical assistance as needed;
- Conduct field visits to monitor implementation of corrective action plans and update management of agency's status;
- Evaluate systems of internal control of management and operations for effectiveness and efficiency;
- Examines 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 and make recommendations to improve such services;
- Perform audits to determine compliance with City agency contract requirements, Comptrollers Directives and rules and regulations of other oversight agencies;
- Review audit reports prepared by independent auditors to determine that reports are prepared in accordance with Generally Accepted Accounting Principles;
- Verify expenditures to determine instances of misappropriation and possible fraud;
- Prepare reports summarizing audit findings and requesting corrective action plans;
- Coordinate audit schedules and findings with multiple City agencies to ensure information derived from audits is shared across contracting agencies and audit resources are maximized;

- Communicate findings and identified deficiencies to City agency staff and recommend corrective actions; and
- Travel throughout the five boroughs of New York City.

PREFERRED QUALIFICATIONS AND/OR SKILLS:

- 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.
- One of the following:
 - (a) One-year full-time satisfactory experience in management auditing or financial auditing.
 - (b) A license as a Certified Public Accountant issued by the New York State Education Department.
 - (c) A license as a Certified Internal Auditor issued by the Institute of Internal Auditors
- Familiarity with the nonprofit sector in New York City;
- Familiarity with computer and online applications and ability to learn and teach technical systems;
- Ability to interact appropriately with all levels of management and public;
- Excellent project management, writing and public communication skills;
- Ability to manage time and work independently, while paying close attention to details; and
- Excellent organizational and interpersonal skills.

SALARY: Commensurate with experience. Up to, but not exceeding \$80,000.

TO APPLY: Please submit a resume, cover letter and three (3) references to:

<https://a002-oom03.nyc.gov/IRM/EventRegistration/RegForm.aspx?eventGuid=4645fdd8-310d-4db6-884b-e64d4d17fefd> . In the section, “Position: Position you are applying for,” please insert the Job Number (11902) indicated on the job posting.

New York City Residency Is Required Within 90 Days Of Appointment
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