

MAYOR'S OFFICE OF CONTRACT SERVICES

CBO AUDIT MANAGER - CAPACITY BUILDING & OVERSIGHT UNIT

JOB NUMBER: 12002

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 the Mayor's Office of Contract Services, and the Associate Director for Capacity Building & Oversight, with latitude for the exercise of independent judgment, the CBO Audit Manager is responsible for managing the work of four CBO Audit Analysts to monitor and audit nonprofit organizations that have contracts to provide health and human services to New York City agencies. The CBO Audit Manager will be responsible for audit planning, the unit's audit schedule and communicating findings to stakeholders in the Mayor's Office, City agencies and nonprofit organizations. Principal duties and responsibilities are as follows:

- Plan and supervise a schedule of fiscal/operational audit reviews of programs and activities including:
 - Contract monitoring to determine vendor and consultant compliance.
 - Provision of technical assistance to contracted nonprofits to improve fiscal operations.
 - Field visits to monitor implementation of corrective action plans and review communications to update management of agency's status.
 - 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.
 - Recommendations and technical assistance to improve the fiscal operations of contracted nonprofit providers.
 - Review expenditures to evaluate findings of misappropriation and possible fraud.
 - Review and finalize 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.
 - **Travel throughout the five boroughs of New York City as needed.**

- Manage master service agreements with seven accounting firms to provide audit services to City human services agencies:
 - Oversee compliance with the contract, including pricing management and adherence to the discounting negotiated in the contract for shared audits.
 - Manage the audit schedule and assign firms equitably to meet the agencies' audit needs.
 - Analyze the agencies' audit schedules for opportunities to align audit schedules with shared providers.
 - Collect 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.
 - Ensure audit reports prepared by independent auditors are reviewed to determine that reports are prepared in accordance with Generally Accepted Accounting Principles.
 - Monitor quality of work under the CPA contracts, ensure performance evaluations are completed regularly.
 - Communicate with contracted audit firms to notify partners of deficiencies and record attempts to improve quality.
 - Manage termination of contracts according to relevant clauses if there is no improvement in noted deficiencies.
 - Plan and facilitate meetings of the Shared Audit Taskforce to bring the City agency audit staff together on a monthly basis to discuss audit issues and findings.
 - 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.
- Evaluate and communicate risk factors related to audit findings and other deficiencies found through CBO Reviews:
 - Manage and 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, at least twenty-four months of which must have been in an administrative, managerial, or executive capacity or supervising professional personnel performing duties in one or more of the above fields, 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, at least twenty-four months of which must have been in an administrative, managerial, or executive capacity or supervising professional personnel performing duties in one or more of the above fields;

- 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 of 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;
- Strong quantitative and problem-solving skills; experience with empirical methods and data analytics including working with large, complex data sets, building applied statistics or econometrics models, and/or conducting research;
- Experience with project management tools and processes including gant charts, resource allocation, task assignment, due date tracking, etc;
- 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; and
- Ability to interact appropriately with all levels of management and public.

SALARY: Commensurate with experience. Up to, but not exceeding \$90,000.

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 **12002** indicated on the job posting.

New York City Residency Is Required Within 90 Days Of Appointment
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