

Civil Service Title: Associate Staff Analyst
Title Code No: 12627
Office Title: Senior Auditor

Level: NA
Salary: \$55,000 - \$63,000
Work Location: Arsenal, Manhattan
Number of Positions: 4

MAJOR RESPONSIBILITIES

- Under direction, with wide latitude for independent initiative and judgment, perform difficult professional work for the Operations and Management Planning division.
- Provide effective supervision and leadership to the Concessions Audit team. Create audit plans and distribute work accordingly. Review all audit materials for quality and consistency.
- Critically evaluate and advise management on complex contract compliance, accounting guidelines, and financial procedures of agency’s concessionaries and internal operations. Develop corresponding standard operating procedures and recommendations for action.
- Develop and complete audit programs including drafting memos, letters and reports that reflect audit activities and findings.
- Perform audits of books and financial records in accordance with GAGAs (Generally Accepted Government Auditing Standards) to determine if all the terms and conditions of the agreement have been properly authorized and executed.
- Prepare written reports that objectively state all relevant financial and contract compliance findings and recommendations. (Written text is sustained with appropriate tables, charts and financial summaries).
- Conduct follow-up review of the audits performed by the City Comptroller’s Office to ensure that any cited deficiencies are corrected and recommendations implemented.
- Assist in annual evaluation of the agency’s systems of internal controls of effectiveness and efficiency and prepare the Charter mandated internal control statement (Comptroller’s Directive #1).
- Prepare the Audit Implementation Plan (AIP) on audits performed by the City Comptroller’s Office and submit to the Audit Services Unit, Mayor’s Office of Operations.
- Work closely with the Parks’ Revenue and Budget divisions, City Comptroller’s Office and Mayor’s Office of Operations.

QUALIFICATION REQUIREMENTS

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management, or in a related area; or
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

PREFERRED SKILLS/QUALIFICATIONS

1. CPA and/or 3-5 years auditing experience.
2. Strong writing, communication and organizational skills.
3. Ability to work a flexible schedule, including evenings and weekends.
4. Valid New York State Driver License.

To apply, please submit cover letter & resume with JVN # to:

Personnel – Recruitment
City of New York/Parks & Recreation
24 West 61st Street, 2nd floor
New York, NY 10023
Email: grow@parks.nyc.gov
Attention: JVN# 846-08-11911

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Telecommunications Device for the Deaf: (800) 281-5722**

New York City Residency Required

POST DATE: 05/09/08	POST UNTIL: 05/23/08	JVN: 846/08/11911
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NOTE: All resumes must be received no later than the last day of the posting period.