

NYC OFFICE OF THE MAYOR
MAYOR'S OFFICE OF CRIMINAL JUSTICE

Position: Senior Auditor

Job ID Number: 26266

Location: New York, New York

ORGANIZATIONAL PROFILE:

The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor's representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others.

JOB RESPONSIBILITIES:

MOCJ has a \$400 million contract services budget and monitors more than \$27 million in grants disbursed to multiple city agencies. The Senior Auditor, under the supervision of the Deputy Chief Fiscal Officer, will be charged with auditing the provider contracts for both services and grants in order to establish solvency, compliance and sustainability, as well as performing core budget and operations duties as assigned. Applicants should be able to immediately take on accounting duties in a large portfolio with limited training. Job responsibilities include, but are not limited to:

- Conducting fiscal reviews for adequacy of controls and accurate reporting;
- Auditing service providers for compliance with State, Federal and City fiscal regulations, as well as deliverables as outlined in their contract(s);
- Monitoring and enforcing grant policies and procedures for sub-recipient reporting. Auditing financial monitoring practices and documentation related to grants. Ensuring the long-term retention of documentation that supports grant-associated expenditures and revenues;
- Coordinating with MOCJ fiscal staff, the Comptroller, the Office of Management and Budget, and other outside entities to ensure that funds are spent and managed appropriately;
- Writing briefs, reports and analysis for internal and external purposes;
- Developing tracking systems as needed.

PREFERRED SKILLS/QUALIFICATIONS:

- Bachelor's degree in Finance, Accounting, or a related field is required. A Master's degree in Finance, Accounting, Economics or a related field is preferred.
- A minimum of four years of full-time experience in auditing, financial analysis, or a related field;
- Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) designation preferred;
- Strong proficiency in Excel and Word, required;
- Experience in grant, contract and budget monitoring, preferred;

- Strong organizational, analytical, proofreading and writing skills;
- Solid understanding of internal control concepts with the ability to evaluate and determine the adequacy of controls;
- Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work both independently and within a fast-paced and team environment, pay close attention to detail, meet deadlines and work well under pressure;
- Maintaining an enthusiastic work ethic, in addition to possessing excellent interpersonal skills, which includes being able to work well with others in a diverse team/work environment.

SALARY:

Commensurate with experience

TO APPLY:

Please send a copy of your resume, a cover letter, and three (3) references to [Candidate Application](#)

New York City Residency Is Required Within 90 Days of Appointment.

The City of New York and the Office of the Mayor are Equal Opportunity Employers.

For current job opportunities in the NYC Mayor's Office visit: [Office of the Mayor Jobs](#)

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at HR@cityhall.nyc.gov.