

Auditor 2

Announcement Posted:

1/8/2025

Responses must be hand delivered or postmarked by:

1/18/2025

Salary Range:

\$84,156 to \$106,454

Location:

Audit & Quality Improvement
40 North Pearl Street
Albany, NY 12243

Grade:

23

of Positions:

1

Candidates Must Meet the Following Qualifications:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

OR

Reachable on the appropriate eligible list in Albany.

Preferred Experience:

Audit and report writing experience preferred.

Duties of Position:

The specific duties of the Auditor 2 position in the Audit unit include, but are not limited to the following:

- Supervise audit staff in the performance of their responsibilities to ensure local districts are determining eligibility accurately, providing assistance appropriately, and adhering to State and federal rules regarding claims for reimbursement;
- Supervise all aspects of each audit from initiation through completion, following

professional guidelines;

- Schedule and conduct audit conferences and meetings, preparing associated correspondence, reports and documentation;
- Communicate in a professional and respectful manner both orally and in writing with coworkers, supervisors, local district staff, and other agencies;
- Use data efficiently to analyze benefit program and payment issues, assess potential audits, and refine tests of audit objectives;
- Coordinate efforts with Divisions of Shelter Oversight and Compliance, Budget, Finance, and Data Management, and Employment and Income Support Programs staff to ensure proper priority of audit efforts and efficient use of audit resources. Work with other Audit and Quality Improvement (AQI) Regional Office staff on certain audits;
- Monitor and improve staff performance. Identify areas in need of improvement. Plan and participate in training and development activities to meet those identified needs and provide on-the-job training to staff as needed;
- Participate in other projects, as necessary; and
- Perform all required administrative tasks accurately and by specified deadlines.

Conditions of Employment:

A full time permanent or contingent-permanent appointment will be made. This position requires less than 50% travel. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

Remarks:

- **Candidates should reference posting 25-010 when submitting your application.**
- **If submitting electronically, please reference posting 25-010 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color (“BIPOC”); LGBTQIA+ individuals; women; people with disabilities; and military veterans.