Auditor 2

Announcement Posted:
09/06/22

Responses must be hand delivered or postmarked by:
09/16/22

Salary Range:
$79,325 to $100,342

Location:
Audit & Quality Improvement
Harlem Center
317 Lenox Ave.
New York, NY 10027

Grade:
23

# of Positions:
1

Candidates Must Meet the Following Qualifications:
Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;
View a complete listing of 70.1 transferable titles; OR
Reachable on the appropriate eligible list in New York City.

Duties of Position:
The specific duties of the Auditor 2 position include, but are not limited to, the following:

• Supervise audit staff in the performance of their responsibilities to ensure fiscal compliance of districts and providers;

• Serve as audit liaison with the Division of Shelter Oversight and Compliance on fiscal audit issues;

• Schedule and conduct audit conferences and meetings; prepare associated correspondence, reports, and documentation;

• Coordinate efforts with applicable program units, such as Division of Shelter Oversight and Compliance, Budget and Finance and other Office of Temporary and Disability Assistance (OTDA) staff to ensure the proper prioritizing of audit efforts and efficient use of audit resources;
• Perform required administrative activities, including training of staff; and

• Keep updated on applicable policies, regulations, and laws.

**Conditions of Employment:**

You must be a current New York State employee to apply for this position. A full-time, permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. This position requires less than 50% travel.

**Remarks:**

• Candidates should reference posting 22-213 when submitting your application.
• If submitting electronically, please reference posting 22-213 as part of your subject line.
• If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.