

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Audit Supervisor
Salary:	\$54,312 - \$70,000
Bureau/Division:	Bureau of Audit
Period:	June 9, 2014 – June 30, 2014

JOB DESCRIPTION

The Bureau is responsible for conducting audits and other analyses of City-funded operations in accordance with the New York City Charter. The Bureau performs two types of audits: Performance Audits and Financial Audits. Performance audits are of City agencies as well as private organizations, public entities, and contractors doing business with the City. Financial audit involves the audits of City-funded operations, revenue collections, and public and private entities that operate under contractual agreements with the City including organizations operating concessions and franchises on City-owned property.

Under the direction of the Audit Manager, responsibilities include, but are not limited to, the following:

- Providing professional guidance and supervision to subordinates, and staff auditors in the planning and conducting of audits and their associated materials, work papers, and records;
- Analyzing and investigate financial statements and reports for signs of irregularities and potential fraud;
- Engaging in data mining and data analysis to identify trends;
- Developing and implementing audit program and procedures necessary to achieve audit objectives;
- Supervising two or more teams conducting audits involving investigation of financial inconsistencies and irregularities;
- Developing strategies and conducting interviews of individuals responsible for preparing or reviewing the records under analysis;
- Reviewing audit reports to ensure all analyses are accurate, well documented, and relevant to the audit objectives, findings and conclusions;
- Acting as the Audit Division's representative in the field and as liaison between the Comptroller's Office and the agency/entity being audited;
- Performing other related work, special studies or assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

- BA/BS 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; and one of the following:
 - (a) one year of full - time satisfactory experience in management auditing, financial auditing, and/or information technology (IT) auditing; **or**
 - (b) a valid Certified Public Accountant license issued by the New York State Education Department; **or**
 - (c) a valid Certified Internal Auditor certificate issued by the Institute of Internal Auditors (IIA); **or**
- A satisfactory combination of education and/or experience equivalent to above. Education and/or experience may be substituted as follows:
 - (a) two years of full - time satisfactory experience in financial or managerial accounting may be substituted for the one year of required experience as described in **1 (a)** above.
 - (b) Undergraduate or graduate credits from an accredited college in management, computer science, public administration, and/or business administration may be substituted for up to 9 semester credits in accounting, on a credit for credit basis.

However, all candidates must have a baccalaureate degree including or supplemented by 15 semester credits in accounting, including one course each in advanced accounting, auditing, and cost accounting, and one of the following: at least one year of the experience as described in **1 (a)** above or its equivalent; or a Certified Public Accountant license; or a Certified Internal Auditor certificate, as described in **1 (b)** or **1 (c)** above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- A valid NYS certified Public Accountant License or potential candidate to such license preferred.
- Supervisory or management experience ideal.
- Proficiency with Microsoft Office Suite, Lexis/Nexis, and ACL.
- Excellent written and verbal communication skills including experience writing draft reports, business letters and memoranda.

TO APPLY, GO TO:

Employment Opportunities at www.comptroller.nyc.gov
Certain residency requirements may apply.

We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: June 9, 2014	POST UNTIL: June 30, 2014	JVN: <u>015/14/025</u>
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The NYC Comptroller's Office is an Equal Opportunity Employer