

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Audit Supervisor</b>
<b>Salary:</b>	<b>\$ 65,765 – 75,000</b>
<b>Bureau/Division:</b>	<b>Audit – Special Reports Division</b>
<b>Period:</b>	<b>November 13, 2014 – December 13, 2014</b>

### JOB DESCRIPTION

The Audit Bureau (Bureau) of the New York City Comptroller's Office is responsible for conducting audits, investigations and other analyses of City-funded operations in accordance with the New York City Charter to reduce the cost of City government and improve the quality of government services. The Bureau, comprised of 150 employees, performs performance and financial audits of City agencies as well as private organizations, public entities, and contractors doing business with the City, as well as private organizations operating concessions and franchises on City-owned property.

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

- Supervise two or more audit teams responsible for multiple audit and special projects;
- Develop and ensure the proper execution of the audit program;
- Work closely with staff auditors in identifying audit criteria, assessing internal controls; and developing all five elements of a finding;
- Review to ensure all audit analyses are accurate, well documented, and relevant to the audit objectives, findings and conclusions;
- Review and approve finding sheets;
- Provide training, technical assistance, and professional guidance to staff auditors;
- Maintain proper supervision in the office and at the field location;
- Prepare draft reports, written communications, and audit updates;
- Conduct meetings with senior managers as well as external parties.

### QUALIFICATION REQUIREMENTS

- A BA/BS degree from an accredited college including or supplemented by 24 credits in accounting, including one course each in advanced accounting, auditing and cost accounting and three (3) or more years of full-time experience in management auditing, IT auditing, financial accounting and/or financial auditing. **or**

- A valid Certified Public Accountant License or a certificate as a Certified Internal Auditor and two (2) or more years of full-time experience as indicated above.

---

**PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- Excellent interpersonal, communication, accounting and organizational skills (includes Microsoft Office Suite proficiency).
- Demonstrated knowledge of and application of generally accepted auditing standards.
- Ability to communicate effectively orally and in writing.

---

**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://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.

<b>POSTING DATE:</b> November 13, 2014	<b>POST UNTIL:</b> December 13, 2014	<b>JVN:</b> 015/015/018
---	---	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer