

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Forensic Audit Supervisor</b>
<b>Salary:</b>	<b>\$56,797 - \$70,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Audit</b>
<b>Period:</b>	<b>December 04, 2014 – December 18, 2014</b>

### 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 investigating financial statements and reports for signs of irregularities and potential fraud;
- Engaging in data mining and data analysis to identify trends and possible irregularities;
- 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.

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### MINIMUM 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.

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### PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- A valid NYS Certified Public Accountant License or potential candidate for such a license preferred.
- Some 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.

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**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> December 04, 2014	<b>POST UNTIL:</b> December 18, 2014	<b>JVN:</b> 015/015/025
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**The NYC Comptroller's Office is an Equal Opportunity Employer**