NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	**Staff Auditor, Information Technology Audits (3 positions)**
Salary:	**$ 48,000 - $ 65,000**
Bureau/Division:	**Audit**
Period:	**March 30, 2015 - Until Filled**

JOB DESCRIPTION

The Comptroller's Office Audit Bureau is responsible for conducting audits in accordance with Generally Accepted Government Auditing Standards (GAGAS) and other analyses of City-funded operations in accordance with the New York City Charter.

The Audit Bureau's Information Technology group plans and executes a wide variety of audits of New York City government IT projects and contracts (systems implementation, infrastructure design and deployment, security administration, etc.). These audits are designed to assess the financial and operational health of IT projects and contracts and make recommendations for improvements as needed. The Bureau is seeking staff auditors with IT auditing skills or IT-related experience.

Under the direction of the supervisor, responsibilities for the position include, but are not limited to the following:

- Conduct research and analysis of agencies' IT systems, capital IT programs, and IT contracts' compliance;

- Assist in the development of IT audit plans and programs;

- Review and conduct tests of internal controls for audits and investigations of IT, telecommunications and other technical services related projects;

- Perform audit procedures necessary to meet audit objectives and in compliance with Generally Accepted Government Auditing Standards;

- Prepare audit working papers, memos, letters and draft audit reports;

- Act as the Audit Division's representative in the field and as liaison between the Comptroller's Office and agency/entity being audited; and

- Perform other related work, special studies, or assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

BA/BS degree from an accredited college in information technology, computer science, accounting, business or a closely related area, including or supplemented by a minimum of 24 credits in computer science or a closely related field.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Exposure to IT audits, IT controls assessment, systems implementation or IT security administration is preferred.

- Exposure to the fields of accounting and audit is desirable.

- Excellent interpersonal, communication, writing and organizational skills.

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: March 30, 2015	POST UNTIL: Until Filled	JVN: 015/015/054

The NYC Comptroller's Office is an Equal Opportunity Employer