

Revised: Application period changed to until filled

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Audit Supervisor (Performance Audits)
Salary:	\$65,765 - \$80,000
Bureau/Division:	Bureau of Audit / Management
Period:	May 14, 2015 – Until filled

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 audits are of public and private entities that receive City funds as well as private 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:

- Supervises and coordinates the work of two or more audit teams within the Audit Division and ensures the timely progression of the audits;
- Works closely with staff auditors in identifying audit criteria, assesses internal controls; and develops all five elements of a finding;
- Collects and assembles data and prepares cost/performance analyses, reports and recommendations on present and future audit projects;
- Reviews assignments, work papers, and audit reports to ensure all analyses are accurate, well documented, and relevant to the audit objectives, findings and conclusions;
- Provides timely and appropriate assistance, direction, training, resources, and reference materials to the audit teams;
- Acts as the Audit Division's representative in the field, and as liaison between the Comptroller's Office and the agency/entity being audited;
- Prepares draft reports, written communication and audit updates; performs other related work, special studies or assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree and three (3) or more years of satisfactory, full-time experience in the field of performance audits and review, program management and/or planning, economic analysis, program evaluation or a closely related field; **or**

2. 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**
 3. 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 in “2” above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated experience in performance auditing, management auditing, IT auditing, or financial auditing is preferred;
 - Excellent written and verbal communication skills, including experience writing draft reports, business letters, and memoranda;
 - Demonstrated knowledge of and application of generally accepted auditing standards;
 - Excellent interpersonal, communication, accounting and organizational skills (includes proficiency with Microsoft Office Suite and with TeamMate).
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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: May 14, 2015	POST UNTIL: Until filled	JVN: 015/015/065R
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The NYC Comptroller’s Office is an Equal Opportunity Employer

Revised: as of 06/16/2015