

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Internal Auditor Assistant
Salary:	\$56,797 - \$70,000
Bureau/Division:	Executive
Period:	June 16, 2015 - Until Filled

JOB DESCRIPTION

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve the operations of the Comptroller's office. It helps the organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. To that effect, the Internal Audit Assistant performs professional internal auditing work which involves conducting performance, operational, financial, IT and compliance audit assignments in the Office of Comptroller under supervision of Internal Auditor, he/she monitors that the agency audit plan is executed; he/she provides consulting services to the management and staff. He/she assists Internal Auditor in the identification and evaluation of the organization's audit risk areas and provides input to the development of a risk-based annual internal audit plan. He/she maintains all organizational and professional ethical standards and ensures internal audit activities are carried out in compliance with The IIA's International Standards for the Professional Practice of Internal Auditing and Government Auditing Standards.

The Internal Auditor Assistant's job duties include, but are not limited to:

- Assists Internal Auditor in successful development of the risk based internal audit program and performs additional audits on the instructions of the Internal Auditor;
- Tests internal control and compliance mechanisms used by various bureaus within the Comptroller's Office, with particular emphasis on those of the Bureau of Asset Management (BAM);
- Helps to assess adequacy of control procedures currently in place; helps to develop recommendations for improved internal controls, operating efficiency and documentation;
- Tests and documents the existence of effective internal controls in the areas of finance, accounting, automated technology systems, investment compliance;
- Reviews information technology systems and programs to maximize effectiveness of controls while maintaining efficient operations;
- Documents audit tests and results and prepares audit findings. Communicates the results of audit and consulting projects, analysis, trends and any relevant information via written reports and/or oral presentations on a timely basis, according to planned reporting schedule or as required/necessary to the Internal Auditor;

- Helps Internal Auditor to oversee agency's response to annual internal control statement (Directive 1), and performs related work and special projects as may be required;
- Ensures the accordance of the conducted audit with the legal and professional norms.

MINIMUM QUALIFICATION REQUIREMENTS

- BS/BA degree in accounting, finance, business or a closely related field from an accredited college or university, and three (3) or more years of increasingly responsible professional experience; preferably 2 years of this experience must be in internal auditing, operations analysis, forensic accounting, business analysis, or program evaluation in a financial services organization or in a complex government auditing practice setting.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Certified Internal Auditor (CIA) or a Certified Fraud Examiner (CFE) certification;
- Experience in application of generally accepted auditing standards, Government Audit Standards as promulgated by the US Comptroller and internal audit standards as promulgated by the Institute of Internal Auditors;
- Knowledge of management information systems terminology, concepts, and practices, including but not limited to applicable reporting, disclosure, financial reporting and accounting principles and practices;
- Exceptional skills in collecting and analyzing data, evaluating information and systems, and drawing logical conclusions;
- Planning and project management experience; experience in negotiation and problem-solving; ability to maintain composure under pressure while meeting multiple deadlines;
- Computer skills, including word processing, spreadsheet, systems documentation, and ideally other business software to prepare working papers, reports, memos, summaries, and analyses;
- Excellent verbal and written communications, including active listening skills and ability to present findings and recommendations for improvement.

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 16, 2015	POST UNTIL: Until Filled	JVN: 015/015/074
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The NYC Comptroller's Office is an Equal Opportunity Employer