

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Deputy Director – Standards and Training
Salary:	\$95,000 - \$110,000
Bureau/Division:	Bureau of Audit
Period:	October 14, 2015 – October 28, 2015

JOB DESCRIPTION

The New York City Comptroller’s Office seeks a highly qualified professional for the position of Deputy Director of Standard and Training in its Audit Bureau. As an organization performing audits in accordance with generally accepted government auditing standards (“GAGAS”), the Audit Bureau is responsible for establishing a system of quality control to provide reasonable assurance that its audits are in compliance with professional standards, legal requirements, ethical principles, and within its legal mandate under the New York City Charter.

Under the direction of the Quality Assurance Director, and with latitude for independent judgment, the responsibilities of the Deputy Director of Standards and Training include, but are not limited to, the following:

- Maintain and update the Audit Bureau’s policies and procedures manual;
- Ensure that the manual reflects the proper use of TeamMate; or if necessary, any successor computer system/application;
- Provide technical assistance and guidance to audit teams upon request;
- Provide technical training to auditors including, but not limited to, audit findings, audit supervision, internal controls, audit flowcharting, and TeamMate;
- Design training curriculum to ensure that all Audit Bureau professional staff receive appropriate quality training in accordance with GAGAS;
- Ongoing monitoring of the audit quality;
- Review audits and audit work papers to ensure compliance with GAGAS and other applicable legal, independence, ethical and regulatory requirements; and
- Monitor for all independence issues and perform other related duties and assignments as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate 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 five (5) or more years of progressively responsible experience in

management auditing, financial accounting and/or financial auditing, at least 18 months of which must have been in an administrative, managerial or executive capacity or in the supervision of several teams of auditors; **or**

2. A valid Certified Public Accountant License or a graduate degree and four (4) or more years of progressively responsible experience as indicated in "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Proficient in the interpretation and implementation of generally accepted government auditing standards.
- Highly efficient in developing quality assurance auditing principles, procedures and associated training programs;
- Strong ability to identify, communicate, explain and resolve quality assurance problems;
- Ability to enforce accuracy, precision and consistent adherence to auditing standards.

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: October 14, 2015	POST UNTIL: October 28, 2015	JVN: 015/016/026
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The NYC Comptroller's Office is an Equal Opportunity Employer