

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Quality Assurance Director
Salary:	\$110,000 - \$125,000
Bureau/Division:	Bureau of Audit / Quality Assurance Unit
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 Director of the Quality Assurance (QA) Unit 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 that provides reasonable assurance that its audits are in compliance with professional standards, legal requirements, ethical principles, and are within its legal mandate under the New York City Charter.

Under the direction of the Deputy Comptroller for Audit and with latitude for independent judgment, the responsibilities of the QA Director include, but are not limited to:

- Establishing and maintaining a system of quality control to ensure that audits are in compliance with GAGAS and other applicable independence, ethical and regulatory requirements;
- Providing professional guidance to audit staff on GAGAS interpretation;
- Overseeing the work of the QA Unit;
- Developing and maintaining a Quality Assurance Checklist in connection with each audit;
- Monitoring procedures to assess compliance with applicable professional standards and quality control policies and procedures;
- Analyzing and summarizing results of the monitoring process, reporting to the Deputy Comptroller on deficiencies and making recommendations for improvement;
- Managing the Peer Review Process and preparing the Audit Bureau for the peer review conducted every three years;
- Interacting with the peer review team when the Audit Bureau work is reviewed; and
- Performing 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 six (6) 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 certificate as a Certified Internal Auditor or a graduate degree and five (5) or more years of progressively responsible experience as indicated in "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Proficiency in the interpretation and implementation of GAGAS;
- Highly efficient in developing quality assurance auditing principles and procedures;
- 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: 015/016/025
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The NYC Comptroller's Office is an Equal Opportunity Employer