Revised: Job Description

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	**Audit Quality Assurance Coordinator**
Salary:	**$85,000 – $95,000**
Bureau/Division:	**Bureau of Audit / Quality Assurance**
Period:	**January 29, 2016 – February 12, 2016**

JOB DESCRIPTION

The New York City Comptroller's Office is seeking a qualified professional for the position of Audit Quality Assurance Coordinator in the Quality Assurance (QA) Unit of the Audit Bureau. The QA Unit in conjunction with Bureau management is responsible for establishing and maintaining a system of quality control to ensure that audits performed by the Audit Bureau conform to generally accepted government auditing standards (GAGAS).

Under the direction of the QA Director, the responsibilities of the QA Coordinator include, but are not limited to the following:

- Assist in updating and maintaining the Bureau's Audit Policy and Instruction Manual to ensure compliance with GAGAS.
- Perform quality reviews of ongoing and completed audit reports and work papers to ensure that the report flow is logical and conforms to the Bureau's Audit Policy and Instruction Manual, and GAGAS.
- Assist in assessing Bureau compliance with other applicable professional standards and quality control policies and procedures;
- Assist in managing the Bureau's peer review process;
- Develop and present audit related training classes for all levels of staff in the Audit Bureau as may be assigned;
- Perform other related work and assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. MA/MS degree from an accredited college, or a valid Certified Public Accountant license, or a certification as a Certified Internal Auditor, and four (4) years of full-time professional experience in management/performance auditing, IT auditing, financial accounting and/or financial auditing, eighteen (18) months of this experience must have been in an executive, managerial, administrative or supervisory capacity over a staff performing professional work in the areas described above**; or**

2. BA/BS degree from an accredited college and five (5) years of professional experience as described in “1” above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Knowledge of generally accepted government auditing standards (GAGAS);
- Exposure to developing quality assurance auditing principles and procedures;
- 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:	POST UNTIL:	JVN:
January 29, 2016	**February 12, 2016**	**015/016/046R**

The NYC Comptroller’s Office is an Equal Opportunity Employer

Revised 2/1/16