

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Audit Supervisor (Performance Audits)</b>
<b>Salary:</b>	<b>\$67,409 - \$80,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Audit — Management</b>
<b>Period:</b>	<b>March 31, 2016 — April 14, 2016</b>

### JOB DESCRIPTION

The Audit Bureau is responsible for conducting audits and other analyses of City-funded operations in accordance with the New York City Charter and generally accepted government auditing standards. 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:

- Supervise and coordinate the work of one or more audit teams within an Audit Division and ensure the timely progression of the audits;
- Work closely with staff auditors to identify audit criteria, assess internal controls, and develop all five elements of a finding as appropriate;
- Collect and assemble data and prepare cost/performance analyses, reports and recommendations on present and future audit projects;
- Review assignments, work papers, and audit reports to ensure all analyses are accurate, well documented, and relevant to the audit objectives, findings and conclusions;
- Provide timely and appropriate assistance, direction, training, resources, and reference materials to the audit teams;
- Act as the Audit Division's representative in the field and as liaison between the Comptroller's Office and the agency/entity being audited;
- Prepare draft reports, written communication and audit updates; and perform other related work, special studies or assignments as may be required.

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### MINIMUM QUALIFICATION REQUIREMENTS

1. A 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 certification as a Certified Internal Auditor and two (2) 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 and organizational skills (includes proficiency with Microsoft Office Suite and TeamMate).

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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://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.

<b>POSTING DATE:</b> March 31, 2016	<b>POST UNTIL:</b> April 14, 2016	<b>JVN:</b> 015/016/072
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**The NYC Comptroller’s Office is an Equal Opportunity Employer**