

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Audit Manager (Financial Audit)
Salary:	\$95,000 - \$105,000
Bureau/Division:	Bureau of Audit / Financial Audit
Period:	April 15, 2016 – Until Filled

JOB DESCRIPTION

The New York City Comptroller's Office is seeking a qualified professional for the position of Audit Manager in the Financial Audit group of its Audit Bureau. The 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 Financial Audit group conducts audits of the City's financial operations including contractual agreements with private organizations operating concessions, franchises and ground leases on City-owned properties, and not-for-profit organizations and other public entities receiving City funds.

Under the direction of the Assistant Comptroller for Financial Audit, responsibilities include, but are not limited to, the following:

- Managing audits of financial operations including City agencies and entities under contract with the City;
- Providing technical assistance in the interpretation and application of general auditing standards and accounting principles as applicable to the audit engagement;
- Overseeing the planning and execution of audit engagements;
- Assigning staff to conduct audits based on their knowledge and background, with a view towards staff development as well as Bureau needs;
- Ensuring the quality and integrity of the audit and audit findings, complying with generally accepted standards, and developing recommendations to correct problems identified in the audit;
- Producing audit reports that are clearly written and understandable to the auditee and to the general public;
- Providing assigned staff with necessary training, giving clear direction and coaching to subordinates, recognizing employees that perform well, and dealing with those who do not in an appropriate manner;
- Performing other related functions and assignments as required.

MINIMUM QUALIFICATION REQUIREMENTS

- 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 financial auditing, management/performance auditing, and/or financial accounting; 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**
- BA/BS degree from an accredited college and five (5) years of professional experience, in the areas described above, including the eighteen (18) months of executive, managerial, administrative or supervisory experience as described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- A valid Certified Public Accountant license;
- Certification as a Certified Internal Auditor;
- Expert knowledge of generally accepted accounting principles and government auditing standards;
- Knowledge of functioning and processes of New York City agencies;
- Knowledge of and experience in general management techniques, e.g., monitoring and designing productivity improvements, using labor management techniques, etc.
- Excellent writing, interpersonal, and communication skills (including Microsoft Office Suite proficiency).

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: April 15, 2016	POST UNTIL: Until Filled	JVN: 015/016/077R
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The NYC Comptroller's Office is an Equal Opportunity Employer