

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Staff Auditor, Information Technology</b>
<b>Salary:</b>	<b>\$55,000 - \$70,000</b>
<b>Bureau/Division:</b>	<b>Audit</b>
<b>Period:</b>	<b>August 18, 2016 - Until Filled</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 Information Technology (IT) Division within the Audit Bureau plans and executes a wide variety of audits of New York City government IT systems, projects, and contracts (systems implementation, infrastructure design, cloud-based services, information/cybersecurity, compliance, etc.). These audits are designed to assess the efficiency and effectiveness of agency operations, system functionality, and agencies' network and security posture, as well as IT projects and contracts, and to make recommendations for improvements as needed.

Under the direction of the Supervisor of IT Audits, the IT Staff Auditor's responsibilities include:

- Conducting research and analysis of agencies' IT systems, capital IT programs, IT contract compliance, and security programs, including personnel structure, architecture, policies and procedures, incident handling, awareness training, disaster recovery and business continuity;
- Assisting in the development of IT audit plans and programs;
- Conducting tests of internal controls for audits and investigations of IT, telecommunications and other technical services related projects;
- Performing audit procedures and tests necessary to meet audit objectives and in compliance with Generally Accepted Government Auditing Standards;
- Preparing audit work papers, memos, letters and drafting audit report findings and recommendations;
- Assisting in the development, updating, revising, and improving of IT audit procedures and programs and assisting in creating technical audit programs;
- Acting as the IT Audit Division's representative in the field and as liaison between the Comptroller's Office and the agency/entity being audited;
- Seeking self-improvement through education, certification, training, and staying abreast of current and emerging technologies; and
- Performing other related work or special studies as may be required.

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## MINIMUM QUALIFICATION REQUIREMENTS

BA/BS degree from an accredited college in information technology, computer science, accounting, business or a related area, including or supplemented by a minimum of 24 credits in computer science or a closely related field and one (1) or more years of experience in information technology in computer applications programming, systems programming, systems development, database administration, or planning of data/information processing.

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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Exposure to IT audits, IT controls assessment, systems implementation or IT security administration;
  - Understanding of security frameworks such as ISO 2700X, COBIT 5, and NIST;
  - Related industry certifications such as Security+, CISSP, CISA, CISM;
  - Exposure to the fields of accounting and audit is desirable;
  - Excellent interpersonal, communication, writing and organizational skills.
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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> August 18, 2016	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/017/012
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**The NYC Comptroller's Office is an Equal Opportunity Employer**