

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Audit Supervisor - Financial Audits (2 Positions)
Salary:	\$75,000 - \$80,000
Bureau/Division:	Bureau of Audit / Financial
Period:	August 18, 2016 – Until Filled

JOB DESCRIPTION

The Bureau is responsible for conducting audits and other analyses of City-funded operations in accordance with the New York City Charter. 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 involve City-funded operations, revenue collections, and public and private entities that operate under contractual agreements with the City, including 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:

- Supervises and coordinates the work of two or more audit teams within the Audit Division;
- Works closely with staff auditors in identifying audit criteria, assesses internal controls, and develops all five elements of a finding;
- Reviews audit reports to ensure all analyses are accurate, well documented, and relevant to the audit objectives, findings, and conclusions;
- Provides professional guidance and supervision to subordinates and staff auditors in the planning and conducting of audits and their associated materials, work papers, records, etc.;
- Acts as the Audit Division's representative in the field and as liaison between the Comptroller's Office and the agency/entity being audited; and
- Performs other related work, special studies, or assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

- 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**
- A valid Certified Public Accountant License or a certificate as a Certified Internal Auditor and two (2) or more years of full-time experience as indicated above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- 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;
 - Demonstrated ability to lead audits and provide technical support and training to audit staff;
 - Excellent interpersonal, accounting, organizational, and presentation (including IT and Microsoft Office Suite proficiency).
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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: August 18, 2016	POST UNTIL: Until Filled	JVN: 015/017/005R
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The NYC Comptroller's Office is an Equal Opportunity Employer