

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Associate Internal Auditor
Salary:	\$65,000 - \$80,000
Bureau/Division:	Executive
Period:	July 31, 2017 – Until Filled

JOB DESCRIPTION

The New York City Comptroller, an independently elected official, is the Chief Financial Officer of the City of New York. The mission of the office is to ensure the financial health of New York City by advising the Mayor, the City Council, and the public of the City's financial condition. Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve the operations of the Comptroller's office. It helps the Office accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Reporting directly to the Chief Internal Auditor, the position performs professional internal auditing work which involves conducting performance, operational, financial, IT and compliance audit assignments in the Office of Comptroller. The job duties and responsibilities of the position include, but are not limited to the following:

- Assists in the identification and evaluation of the organization's audit risk areas and provides input to the development of a risk-based annual internal audit plan; monitors the agency audit plan execution and provides consulting services to the management and staff;
- Ensures that audits are conducted in accordance with the legal, organizational, professional, ethical standards and IIA's International Standards for the Professional Practice of Internal Auditing and Government Auditing Standards;
- Tests internal control and compliance mechanisms used by various bureaus within the Comptroller's Office in the areas of finance, accounting, automated technology systems, and investment compliance, with particular emphasis on those of the Bureau of Asset Management ("BAM");
- Assesses adequacy of control procedures currently in place and develops recommendations for improved internal controls, operating efficiency and documentation; reviews information technology systems and programs to maximize effectiveness of controls while maintaining efficient operations;
- Documents audit tests and results and prepares consolidated audit findings and recommendations; communicates the results of audit and consulting projects, analysis, trends and any relevant information via written reports and/or oral presentations on a timely basis;
- Assists the Chief Internal Auditor in overseeing agency's response to annual internal control statement (Directive 1); and,
- Performs other related work as directed.

MINIMUM QUALIFICATION REQUIREMENTS

1. BS/BA degree from an accredited college or university, and four (4) or more years of increasingly responsible professional experience in internal auditing, accounting, business analysis, or program evaluation in a financial services organization or in a complex government or auditing practice setting; **or**
 2. Master's degree from an accredited college or university, and three (3) or more years of professional experience as described in "1" above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Certified Internal Auditor (CIA) or a Certified Fraud Examiner (CFE) certification;
 - Experience in application of generally accepted auditing standards, Government Audit Standards as promulgated by the US Comptroller and internal audit standards as promulgated by the Instituted of Internal Auditors;
 - Demonstrated experience in collecting and analyzing data, evaluating information and systems, and drawing logical conclusions;
 - Knowledge of management information systems terminology, concepts, and practices, including but not limited to applicable reporting, disclosure, financial reporting and accounting principles and practices;
 - Experience in planning, project management, negotiation and problem-solving is a plus;
 - Exceptional computer skills, including word processing, spreadsheet, systems documentation, and other business software to prepare working papers, reports, memos, summaries, and analyses;
 - Ability to maintain composure under pressure while meeting multiple deadlines, establish and maintain harmonious working relationships with customers, co-workers, staff, and external contacts, and work effectively in a professional team environment;
 - Excellent verbal and written communications, including active listening skills and ability to present findings and recommendations for improvement.
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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: July 31, 2017	POST UNTIL: Until Filled	JVN: 015/018/006
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The NYC Comptroller's Office is an Equal Opportunity Employer