### NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

| Title:           | Audit Supervisor (Forensic Accounting) |  |
|------------------|--|--|
| Salary:          | \$75,000 - \$80,000                    |  |
| Bureau/Division: | Bureau of Audit / Financial Audits     |  |
| Period:          | January 13, 2017 – Until Filled        |  |

### JOB DESCRIPTION

The Bureau of Audit (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/management audits and financial audits. Management audits primarily focus on the programmatic operations of City agencies and other City-funded public entities, as well as private organizations and contractors that receive City funds. Financial audits primarily focus on the financial operations and revenue collections of these same entities as well as on the organizations operating concessions and franchises on City-owned property.

The Bureau is seeking to hire a highly motivated professional with expertise in financial audits and forensic accounting work. Under the direction of the Audit Manager, responsibilities include but are not limited, to the following:

- Supervise and ensure the timely progression of two or more audit engagements;
- Work closely with staff auditors and provide necessary guidance in identifying audit criteria, assessing internal controls, reviewing and analyzing financial data, gathering facts and identifying relevant issues;
- Ensure all five elements of the finding are complete, accurately supported and properly presented;
- Train and provide timely and appropriate assistance, direction, and feedback to staff auditors;
- Review audit work papers to ensure all analyses are relevant to the audit objectives, accurate, and adequately support report findings and conclusions;
- Conduct interviews or meetings with audit subjects and other parties;
- Reconstruct and analyze financial and accounting records to identify financial irregularities and fraudulent transactions;
- Identify risk areas, design ad-hoc and ongoing data analyses using tools such as ACL Analytics to identify potential problem areas, and develop audit plans in response to findings;
- Prepare audit reports and other written communications;
- Act as the Audit Division's representative in the field and as liaison between the Comptrollers' Office and the agency/entity being audited; and
- Perform other related work, special projects, 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

- Demonstrated professional experience as a lead auditor/auditor-in charge in financial audit or forensic accounting operations;
- A valid NYS Certified Public Accountant License or Certified Fraud Examiner designation;
- Demonstrated knowledge of and application of generally accepted auditing standards;
- Proven ability to lead audits and provide technical support and training to audit staff;
- Excellent written and verbal communication skills, including experience writing draft reports, business letters, and memoranda;
- Excellent interpersonal, accounting, organizational, and presentation skills including Microsoft Office Suite, Lexis/Nexis, ACL etc.

### TO APPLY, GO TO: Employment Opportunities at <u>www.comptroller.nyc.gov</u>

**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:    | POST UNTIL:  | JVN:        |
|------------------|--------------|-------------|
| January 13, 2017 | Until Filled | 015/017/047 |

### The NYC Comptroller's Office is an Equal Opportunity Employer