

Open only to current Staff Auditors in the Comptroller's Bureau of Audit

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Auditor-In-Charge (AIC)
Salary:	\$65,000 (\$70,000 for IT)
Bureau/Division:	Bureau of Audit
Period:	August 14, 2017 – June 30, 2018

JOB DESCRIPTION

The Bureau of Audit (Bureau) seeks highly motivated and detail oriented Staff Auditors for Auditor-In-Charge (AIC) positions that may occasionally become available throughout the year. The promotional AIC positions are open only to the current employees of the Bureau serving in the office/functional title of Staff Auditor for at least thirty (30) or more consecutive months.

The AIC assists Audit Supervisors and Managers in the planning, coordination, and execution of audits of City agencies, contractors doing business with the City, and private organizations and public entities receiving City funds or operating franchises or concessions on City-owned property. The AIC will exercise direct, lead responsibility for particularly complex and significant audits, will be accountable for the proper and timely completion of GAGAS-compliant audit procedures, and will assist the Audit Supervisor in day-to-day supervision of the audits.

Under direction of the Audit Supervisor, responsibilities include, but are not limited to, the following:

- Acts as a team leader to ensure all audit programs are effectively executed and audit tests and procedures are properly developed and implemented;
- Works closely with the audit team in identifying appropriate audit criteria, assessing internal controls, and developing all five elements of a finding;
- Coordinates the work of the audit team or performs as a sole assigned auditor to ensure the timely progression of the audit;
- Reviews audit work papers to ensure all analyses are accurate, well-documented and relevant to the audit objectives, findings and conclusions;
- Assists the Audit Supervisor in preparing periodic audit status updates;
- Represents the Audit Supervisor at meetings with the auditee and internal senior management; and,
- Performs other related work as directed.

MINIMUM QUALIFICATION REQUIREMENTS

All applicants must have a BA/BS degree from an accredited college/university and be currently employed in the office/functional title of Staff Auditor in the Audit Bureau at the Comptroller's Office for at least thirty (30) consecutive months.

Note: Please read carefully subsequent notes on preferred skills in addition to minimum qualifications.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Annual performance evaluation rating of “exceeds standards” or better for the last two (2) consecutive appraisal years is expected;
- Demonstrated ability to successfully complete complex and challenging audits requiring a high degree of analytical and communication ability and sound grasp of accounting, legal, and administrative framework of New York City government in relevant areas, which may include agency operations, information technology, engineering, contracting, procurement, and financial management;
- Exhibited leadership ability in a team environment; and,
- Excellent time management record.

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 14, 2017	POST UNTIL: June 30, 2018	JVN: 015/018/009
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The NYC Comptroller’s Office is an Equal Opportunity Employer