

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Audit Manager (Financial Audit)
Salary:	\$95,000 - \$108,150
Bureau/Division:	Bureau of Audit / Financial Audit
Period:	August 21, 2017 – Until Filled

JOB DESCRIPTION

The New York City Comptroller's Office is seeking a qualified professional for the position of Audit Manager in the Financial Audit group of its Audit Bureau. The 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 Financial Audit group of the Audit Bureau undertakes audits of 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 Assistant Comptroller for Financial Audit, responsibilities include, but are not limited to, the following:

- Managing audits of the operations of City agencies and entities under contract with the City;
- Overseeing the planning of audit engagements;
- Assigning staff to conduct audits based on their knowledge and background, with a view towards staff development as well as Bureau needs;
- Providing general supervision to field supervisors and audit teams throughout the audit process;
- Ensuring the quality and integrity of the audit and audit findings;
- Complying with generally accepted standards;
- Developing recommendations to correct problems identified as a result of the audit;
- Producing audit reports that are clearly written and understandable to the auditee and to the general public;
- Managing and leading teams of supervisors and staff auditors, providing necessary and clear direction, training and support; and,
- Performing other related management, audit functions and assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

- BA/BS degree from an accredited college/university, and five (5) or more years of progressively responsible professional experience in financial auditing, management/performance auditing, and/or financial accounting; eighteen (18) months of this experience must have been in an executive, managerial, administrative or in a supervisory capacity over staff performing professional work in the areas described above; **or**
- MA/MS degree from an accredited college, or a valid Certified Public Accountant license, or a certification as a Certified Internal Auditor, or a Certified Fraud Examiner (CFE) designation and four (4) or more years of progressively responsible professional experience in the areas described above, including eighteen (18) months of executive, managerial, administrative or supervisory experience as described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Expert knowledge of generally accepted government auditing standards;
- Substantial supervisory experience, in years and scope, in a complex governmental or business setting is ideal;
- Knowledge of functioning and processes of New York City agencies;
- Knowledge of and experience in general management techniques, e.g., monitoring and designing productivity improvements, using labor management techniques, etc.; and,
- Excellent writing, interpersonal, and communication skills (including Microsoft Office Suite proficiency).

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 21, 2017	POST UNTIL: Until Filled	JVN: 015/018/013
-----------------------------------------	------------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer