

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Audit Manager
Salary:	\$95,000 - \$108,150
Bureau/Division:	Bureau of Audit / Management Audit
Period:	August 14, 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 Management 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 Management Audit group undertakes performance audits of City agencies as well as private organizations, public entities, and contractors doing business with the City.

Under the direction of the Assistant Comptroller for Management 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 in the audit;
- Producing audit reports that are clearly written and understandable to the auditee and to the general public;
- Providing assigned staff with necessary training and giving clear direction and coaching to subordinates;
- Assessing staff performance, and development plans; and,
- Performing other related functions and assignments as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college/university, and five (5) or more years of progressively responsible professional experience in management/performance auditing, financial accounting and/or financial auditing; eighteen (18) months of this experience must have been in an executive, managerial, administrative or in supervisory capacity over staff performing professional work in the areas described above; **or**
2. 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 the 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.
- 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 14, 2017	POST UNTIL: Until Filled	JVN: 015/018/012
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The NYC Comptroller's Office is an Equal Opportunity Employer