

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Audit Supervisor (Financial Audit)</b>
<b>Salary:</b>	<b>\$80,000 - \$83,400</b>
<b>Bureau/Division:</b>	<b>Bureau of Audit / Financial Audit</b>
<b>Period:</b>	<b>August 14, 2017 – Until Filled</b>

### JOB DESCRIPTION

The Audit 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 Comptroller's Office is required by the City Charter to perform an audit of some aspect of every City agency at least once every four years. It also has a mandate to perform audits of City transactions, revenues and expenditures to determine whether agencies are meeting their goals, and whether funds are being used effectively and efficiently. Financial Audit 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 Audit Manager, responsibilities include, but are not limited to, the following:

- Supervise and coordinate the work of two or more audit teams within the Audit Division and ensure the timely progression of the audits;
- Work closely with staff auditors to identify audit criteria, assess internal controls, and develop all five elements of a finding;
- Work closely with the audit staff to ensure the proper development and implementation of audit programs and procedures necessary to achieve audit objectives;
- Prepare audit reports and ensure all analyses are accurate, well documented, and relevant to the audit objectives, findings, and conclusions;
- Provide timely and appropriate assistance, direction, training, resources and reference materials to the audit teams in the planning and conducting of audits and their associated materials, work papers, records, etc.;
- Act as the Audit Division's representative in the field and as liaison between the Comptroller's Office and the agency/entity being audited;
- Prepare audit reports, written communication and audit updates; and,
- Perform other related work, special studies, or assignments as may be required.

### MINIMUM QUALIFICATION REQUIREMENTS

1. A BA/BS degree from an accredited college, including or supplemented by 24 credits in accounting, with one course each in advanced accounting, auditing and cost accounting, and forty two (42) months (3 ½ years) or more of professional auditing, accounting or program management experience; **or**

2. An MA/MS degree from an accredited college, and thirty six (36) months (3 years) or more of progressively responsible experience as described in "1" above; or
3. A BA/BS degree from an accredited college, plus a valid NYS Certified Public Accountant License (CPA), or a certification as a Certified Internal Auditor (CIA), or Certified Fraud Examiner (CFE) designation and thirty (30) months (2 ½ years) or more of progressively responsible experience as described in "1" above.

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**PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- One (1) or more years of professional experience as an auditor-in-charge or in an equivalent role in auditing, accounting, program management, operations research or closely related field is strongly preferred;
- Demonstrated hands-on experience in financial auditing, performance auditing, management auditing, or IT auditing is ideal;
- Excellent written and verbal communication skills, including experience writing draft reports, business letters, and memoranda;
- Demonstrated knowledge of and application of generally accepted government auditing standards;
- Excellent interpersonal, communication, accounting, and organizational skills (including IT and Microsoft Office Suite proficiency).

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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://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.

<b>POSTING DATE:</b> August 14, 2017	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/018/011
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**The NYC Comptroller's Office is an Equal Opportunity Employer**