

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Audit Supervisor (Performance Audits)
Salary:	\$80,000 - \$83,400
Bureau/Division:	Bureau of Audit / Management Audit
Period:	August 14, 2017 – Until Filled

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. These audits can include audits of City agency operations as well as audits of private organizations, public entities, and contractors doing business with the City.

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, as appropriate;
- Collect and assemble data and prepare cost/performance analyses, reports and recommendations on present and future audit projects;
- Review assignments, work papers, and audit reports to 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 to ensure proper audit planning, professional execution of audit procedures, and the proper production of 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, and forty two (42) months (3 ½ years) or more of progressively responsible auditing experience in the field of performance audits and review, management auditing, financial auditing, program management and/or planning, economic analysis, program evaluation or a closely related field; 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.

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 performance auditing, management auditing, IT auditing, or financial auditing;
- 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 and organizational skills (including proficiency with Microsoft Office Suite and TeamMate).

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: 015/018/010
---	------------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer