

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

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| Title: | QA Training Coordinator |
| Salary: | \$70,000 – \$85,000 |
| Bureau/Division: | Bureau of Audit / Quality Assurance |
| Period: | January 9, 2018 – Until Filled |

JOB DESCRIPTION

The New York City Comptroller's Office is seeking a qualified professional for the position of Training Coordinator in the Quality Assurance (QA) Unit of the Audit Bureau to support the work of the Unit. The City Charter requires that the Audit Bureau conduct audits that comply with Generally Accepted Government Auditing Standards (GAGAS). Those standards require among other things that auditors maintain their professional competency by completing at least 80 hours of continuing professional education in relevant subject areas. The QA Unit, in conjunction with Bureau management, is responsible for establishing and maintaining a system of quality control to ensure that audits performed by the Audit Bureau are in conformity with GAGAS.

Under the direction of the Deputy Director, key responsibilities of the QA Training Coordinator include, but are not limited to the following:

- Perform ongoing assessments to identify training needs of audit staff to further develop and enhance their ability to plan and perform audits of City agencies and private firms that receive public funds;
 - Coordinate with the centralized Training and Development Unit in the Bureau of Administration to research external and internal training resources to develop and execute a standard training curriculum for the audit staff;
 - Ensure that the audit staff receive appropriate, quality training and complete the required number of CPE hours;
 - Review training materials and course outlines from external organizations and internal instructors, and coordinate internal and external training programs/seminars;
 - Maintain detailed records and regularly report on the Audit Bureau's training activities and the CPE status of audit staff; and,
 - Assist the QA Unit in enforcing quality standards by performing report reviews, meeting with audit teams on GAGAS matters, and performing other related work assignments as may be required.
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MINIMUM QUALIFICATION REQUIREMENTS

1. MA/MS degree from an accredited college/university and three (3) or more years of progressively responsible professional experience in the field of government auditing, with considerable exposure to training and development, GAGAS compliance, and/or quality assurance; eighteen (18) months of this experience must have been in an executive, managerial, administrative or supervisory capacity over a staff performing professional work in the areas described above; or
2. BA/BS degree from an accredited college/university and four (4) years of professional experience as described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Experience working in a government audit environment with knowledge of the application and interpretation of GAGAS and related training requirements;
 - Exposure to developing, designing, and conducting audit training classes;
 - Ability to identify, communicate, and address quality assurance issues;
 - Strong written and oral communication skills;
 - Detailed-oriented, organized individual with strong interpersonal skills, able to work independently and effectively with a wide range of people, teams, managers and supervisors;
 - Knowledge of Microsoft Office.
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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.

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| POSTING DATE: January 9, 2018 | POST UNTIL: Until Filled | JVN: 015/018/042 |
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The NYC Comptroller's Office is an Equal Opportunity Employer