



## New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

**Civil Service Title:** Administrative Management Auditor, M-5

**Salary:** \$125,000 - \$150,000 (Annual)

**Title Code:** 10010

**Division:** Internal Audit

### **Job Description:**

The New York City Employees' Retirement System seeks a Deputy Director of Internal Audit. Under the direction of the Director of Internal Audit, the Deputy Director assists in overseeing the auditing activities of the agency. The Deputy Director will conduct or lead audit teams in the most complex and difficult IT, operational and financial audits and projects, performed under standard auditing principles and practices, e.g. Generally Accepted Government Auditing Standards (GAGAS).

The Deputy Director will develop and maintain IT Risk Assessments. They will also perform pre and post-implementation reviews of system implementations or enhancements, coordinate IT security audits (e.g. network, operating systems and data center), ensuring that security vulnerabilities are properly identified and mitigated. They will coordinate the scope and performance of internal reviews with external security experts. They will also perform other reviews of IT management policies and procedures, such as change management, business continuity planning, disaster recovery, and information security, to ensure that controls surrounding these processes are adequate. They will also ensure that IT, business audit work performed, and relevant supporting documentation complies with professional auditing standards and adequately support conclusions reached.

The Deputy Director of Internal Audit will develop, build, and implement tools to analyze data to improve audit efficiency and effectiveness and ensure compliance with established controls. They will develop and implement new systems and processes to enhance quality. They will work with the Director to prepare and report results to executives and the NYCERS audit committee.

The Deputy Director of Internal Audit requires a disciplined approach to achieving results that meet established criteria. This position requires integrity, the ability to solve technical problems and produce high quality accurate product and processes.

### **Preferred Skills and Experience:**

- A Bachelor's degree in Accounting or Computer Science.
- Certified Information System Auditor (CISA) by Information Systems Audit and Control Association (ISACA).
- Nine years of application development experience, including, primary responsibility for design, development, or evaluation of mainframe or server-based accounting or auditing system and controls.

MINIMUM REQUIREMENTS ARE ATTACHED

**New York City residency is required.**

**NYCERS is an Equal Opportunity Employer**

**Internal candidates must have been rated a satisfactory or better on their last annual evaluation.**

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING Job ID number 009-19-0099 AND A COPY OF A CURRENT RESUME TO:**

**CITY EMPLOYEES: Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID#: 399220**

**ALL OTHER APPLICANTS: [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: 399220**

**DATED: 6/27/2019**

**POST UNTIL: Until Filled**

**NYCERS POSTING NUMBER:  
009-19-0099**



**Minimum Qualification Requirements:**

1. A baccalaureate degree from an accredited college including or supplemented by 24 credits in accounting, including one course each in advanced accounting, auditing and cost accounting and five years of full-time experience in management auditing, EDP auditing, financial accounting and/or financial auditing, at least 18 months of which must have been in an administrative, managerial or executive capacity or in the supervision of several teams of auditors; or
2. A valid Certified Public Accountant License or a certificate as a Certified Internal Auditor and four years of full-time experience as indicated in "1" above, at least 18 months of which must have been in an administrative, managerial or executive capacity or in the supervision of several teams of auditors.

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**Note:**

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.