



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

Civil Service Title: Administrative Management Auditor, M-7

Salary: \$130,000- TBD(Annual)

Title Code: 10010

Division: Internal Audit

Job Description:

NYCERS seeks to hire a Director of Internal Audit, who will direct teams of auditors in the most complex and difficult financial, operational and managerial audits including audits of the Agency's IT systems, performed under Generally Accepted Government Auditing Standards (GAGAS). The focus of this position centers on the careful, deliberate, imaginative and serious undertaking of defined work. It requires the ability to determine and evaluate needs for audits. As well an ability to focus directly on the knowledge base required for the task, a serious and disciplined approach, as well as a focus on the immediate work to done.

The director will:

- Set goals and schedules for completion of audit assignments; instruct subordinates in the established rules and procedures, examine findings and provide general assistance to auditors.
- Perform pre and post-implementation reviews of system implementations or enhancements.
- Evaluates general controls and provide value added feedback. Test compliance with those controls.
- Oversees staff in review of policies and procedures, such as change management, business continuity planning, disaster recovery, and information security to ensure that controls surrounding these processes are adequate.
- Develops, build and implement tools to analyze data to improve audit efficiency and effectiveness.
- Ensures that IT and business audit work performed and relevant supporting documentation complies with professional auditing standards and adequately support conclusions reached

Preferred Skills and Experience:

- A Master's degree in accounting or related field.
- 5 years of senior level managerial or executive experience in the field of Internal Audit.
- Technical, intellectual focus. Demanding and critical follow up.

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 009-19-0025 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 373748

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 373748

DATED: 11/07/2018

POST UNTIL: Until Filled

NYCERS POSTING NUMBER:
009-19-0025



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.

Note:

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.