



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

Civil Service Title: Administrative Retirement Benefit Specialist

Salary: \$85,000-\$100,000 (Annual)

Title Code: 82986

Division: Internal Audit

Job Description:

The New York City Employees' Retirement System seeks a senior auditor of Internal Audit. Under the direction of the Director of Internal Audit, the senior auditor assists in performing the auditing activities of the agency. The senior auditor will conduct operational, financial and technology audits and projects, performed under standard auditing principles and practices, e.g. Generally Accepted Government Auditing Standards (GAGAS).

The senior auditor will conduct complex and detailed financial and operational audits of programs and activities, including reviews of IT systems. The senior auditor evaluates systems of internal control, management and operation for effectiveness and efficiency. They will also examine books of accounts and related records to determine compliance with prescribed methods and procedures for proper accounting and maintenance of records and controls.

Additionally, the senior auditor will ensure that audit work performed and relevant supporting documentation complies with professional auditing standards and adequately supports conclusions reached. They will also assist in developing and maintaining the annual audit plan and risk assessments.

The senior auditor 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 processes to enhance quality. They will work with the Director to prepare and report results to executives and the NYCERS Audit Committee.

The senior auditor of Internal Audit requires a disciplined approach to achieving results that meet established criteria. This position requires integrity, analytical thinking, and the ability to produce high quality audit reports.

MINIMUM REQUIREMENTS ARE ATTACHED
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 009-22-0052 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS), www.nyc.gov/ess. Search for Job ID#: 510370

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 510370

DATED: 12/21/2021

POST UNTIL: Until Filled

NYCERS POSTING NUMBER:
009-22-0052



Preferred Skills and Experience:

- A Bachelor's degree in Accounting, Business or Computer Science.
- Certified Internal Auditor (CIA) by the Institute of Internal Auditors (IIA).
- Certified Information Systems Auditor (CISA) by the Information Systems Audit and Control Association (ISACA).
- Three years or more of operational, financial or technology auditing experience.

Minimum Qualification Requirements:

1. A baccalaureate degree from an accredited college or university including or supplemented by 12 credits in mathematics, statistics, accounting, and/or actuarial science and four years of satisfactory full-time experience implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations, 18 months of which must have been in an administrative, managerial or executive capacity or supervising professionals implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations; or
2. An associate degree or 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and six years of satisfactory full-time experience as indicated in "1"; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and the 18 months of experience in a supervisory, administrative, managerial or executive capacity as described in "1" above.

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.