

**City of New York
DEPARTMENT OF INVESTIGATION
Job Vacancy Notice**

JOBID: CFA0508

Civil Service Title: Confidential Investigator	Level: L0
Title Code No: 3114A	Salary: \$90,000 - \$106,721
Office Title: Chief Forensic Auditor	Work location: 80 Maiden Lane, New York, NY.
Division/Work Unit: Squad 11 – IG-DOE	Number of Positions: 1

Job Description

The New York City Department of Investigation (“DOI”) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the People of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

The Department of Investigation’s Inspector General for the New York City Department of Education (“IG-DOE”) investigates corruption, misconduct, or other illegal, unethical or improper activities by officials, employees, contractors, and vendors doing business with the DOE - the nation’s largest school district enrolling more than 1.1 million students and employing 140,000 staff located in over 1,800 facilities.

IG-DOE is seeking an experienced forensic accountant, auditor, or financial investigator to serve as its Chief Forensic Auditor. Under direct supervision of the Inspector General, the Chief Forensic Auditor will be responsible for managing financial investigations relating to the New York City School District including investigations of theft and misuse of funds. The Chief Forensic Auditor will supervise auditors and investigators in these investigations; oversee and perform financial analysis; obtain financial and other records; prepare reports and spreadsheets documenting findings; review fiscal policies and controls; review contract and vendor records; develop investigative leads; conduct interviews; and collaborate with prosecutors and other law enforcement agencies, as needed.

Those hired by Squad 11 – IG-DOE are DOE salaried employees.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in an industrial or governmental agency in the field of investigation, auditing, law enforcement, security, inspections, or in a major operational area of the agency in which the appointment is to be made, or
2. A baccalaureate degree from an accredited college; or
3. Education and/or experience equivalent to “1” or “2” above.

Preferred Skills

1. A minimum of ten years of experience supervising or conducting complex financial investigations with at least 3 years of experience at a law enforcement or investigative agency.
2. Prior supervisory experience.
3. Proven ability to perform financial analysis, conduct interviews, write detailed reports, and provide testimony.
4. Experience with oversight of government agencies, procurement, and/or contracts is a plus.
5. Strong interpersonal, written, and analytical skills.
6. Possess excellent organizational skills and proven ability to manage time efficiently in a fast paced environment.
7. Proficiency in Microsoft Office, advanced Excel skills, including V-lookup and pivot tables, and various computer programs.
8. Certified Public Accountant and/or Certified Fraud Examiner is a plus.
9. Foreign language skills is a plus.
10. Ability to work well with all levels of staff and management.
11. Demonstrated ethics and sound judgment.

To Apply:

Send resumes and cover letters electronically to applicant@nycsci.org. Please do not email, mail or fax your resume to IG-DOE directly. Submissions of resumes does not guarantee an interview. Due to the high volume of resumes IG-DOE receives for positions, only selected candidates will be contacted. Appointments are subject to Office of Management & Budget approval for budgeted headcount.

Post Date: 02/23/2018

The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.