

**CITY OF NEW YORK
DEPARTMENT OF CORRECTION
JOB POSTING NOTICE**

Civil Service Title: Management Auditor	Level: II
Title Code No: 40502	Salary: \$60,000 - \$80,000 Frequency: ANNUAL
Business Title: Internal Auditor	Work Location: 75-20 Astoria Boulevard East Elmhurst, New York 11370
Division/Work Unit: Internal Audit Review Unit Operations	Number of Positions: 1
Job ID: 249721	Hours/Shift: Day Tour
Job Description	
<p>The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The "DOC" operates 12 inmate facilities, 9 of which are located on Riker's Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough. DOC seeks to hire an Internal Auditor who's duties will include but are not limited to the following:</p> <ul style="list-style-type: none"> • Conduct complex and detailed financial, operational and management audits including IT systems; • Evaluate systems of internal control, management and operations for effectiveness and efficiency; • Examine books of account and related records to determine compliance with prescribed procedures for proper accounting and maintenance of records; • Verify correctness of expenditures to determine instances of possible misappropriation and fraud; • Develop audit plans and audit programs; • Provide training and guidance to subordinate staff; • Draft and edit Audit Reports including audit findings, recommendations and supporting schedules; • Discuss results of audit with appropriate agency personnel; • Monitor the implementation of corrective action plans. 	
Minimum Qualification Requirements	
<p>1. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in accounting, including one course in each of the following: Advanced accounting, auditing, and cost accounting; and one of the following:</p> <ol style="list-style-type: none"> a. one year of full-time satisfactory experience in management auditing, financial auditing, and/or information technology (IT) auditing; or b. a valid Certified Public Accountant license issued by the New York State Education Department; or c. a valid Certified Internal Auditor certificate issued by the Institute of Internal Auditors (IIA); or <p>2. A satisfactory combination of education and/or experience equivalent to "1" above. Education and/or experience may be substituted as follows:</p> <ol style="list-style-type: none"> a. two years of full-time satisfactory experience in financial or managerial accounting may be substituted for the one year of required experience as described in "1 (a)" above. b. Undergraduate or graduate credits from an accredited college in management, computer science, public administration, and/or business administration may be substituted for up to 9 semester credits in accounting, on a credit for credit basis. <p>However, all candidates must have a baccalaureate degree including or supplemented by 15 semester credits in accounting, including one course each in advanced accounting, auditing, and cost accounting, and one of the following: at least one year of the experience as described in "1 (a)" above or its equivalent; or a Certified Public Accountant license; or a Certified Internal Auditor certificate, as described in "1 (b)" or "1 (c)" above.</p>	
Preferred Skills	
<ul style="list-style-type: none"> • A minimum of 3 years experienced as an Auditor a plus; • Ability to prioritize and meet deadlines; • Excellent follow-up and follow-through skills; • Verbal and written interpersonal skills and detailed oriented; • Ability to apply analytical and interpretive skills to problem solving; 	
Residency Requirement	
<p>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.</p>	
Special Note	
<p>For a list of all upcoming civil service exams with regards to the posting title or any other title, please visit: http://www.nyc.gov/html/dcas/html/work/exam_monthly.shtml</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 249721 For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 249721 Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Posting Date: 07/29/2016	Post Until: 08/11/2016