

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

**JOBID: INVAUD0508**

<b>Civil Service Title:</b> Confidential Investigator	<b>Level:</b> L0
<b>Title Code No:</b> 3114A	<b>Salary:</b> \$55,000 - \$70,000
<b>Office Title:</b> Investigative Auditor	<b>Work location:</b> 80 Maiden Lane, New York, NY
<b>Division/Work Unit:</b> Squad 11 – IG-DOE	<b>Number of Positions:</b> 2

**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 Investigative Auditor with experience in financial investigations. Under direct supervision of the Inspector General and Chief Forensic Auditor, the Investigative Auditor will be responsible for initiating and conducting complex fraud investigations; examining and analyzing financial records; reviewing and analyzing subpoenaed records; preparing reports and spreadsheets; reviewing fiscal policies and controls; developing investigative leads; conducting interviews; and collaborating 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 one year of experience conducting complex financial investigations preferably at a law enforcement environment.
2. Proven ability to perform financial analysis, conduct interviews, write detailed reports, and provide testimony.
3. Strong interpersonal, written, and analytical skills.
4. Possess excellent organizational skills and proven ability to manage time efficiently in a fast paced environment.
5. Proficiency in Microsoft Office, advanced Excel skills, including V-lookup and pivot tables, and various computer programs.
6. Certified Public Accountant and/or Certified Fraud Examiner is a plus.
7. Foreign language skills is a plus.
8. Ability to work well with all levels of staff and management.
9. Demonstrated ethics and sound judgment.

**To Apply:**

Send resumes and cover letters electronically to [applicant@nycsci.org](mailto: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.**