



DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

Environmental Protection

Job ID: 173001 **# of Positions:** 1
Business Title: Internal Auditor
Civil Service Title: ADMINISTRATIVE STAFF ANALYST (
Title Code No: 1002A **Level:** 00
Proposed Salary Range: \$ 56,937.00 - \$ 88,649.00 (Annual)
Work Location: 250 Broadway, N.Y.
Division/Work Unit: Sandy HRO Administration

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Job Description

****This is a long-term temporary grant funded position with an estimated duration of up to 18 months.****

The Federal government administers the Community Development Block Grant Program (CDBG) to provide communities with resources that address a wide range of needs. These funds are designed to assist cities, counties and states recover from disasters. The mission of NYC Housing Recovery is to return Sandy-impacted residents in New York City to permanent, safe and sustainable housing.

Reporting to the Assistant General Counsel for Program Compliance, the selected candidates will carry out the implementation of HRO's framework for tracking and documenting internal compliance with federal laws and regulations related to programs funded by Community Development Block Grant-Disaster Recovery ("CDBG-DR") funds.

The selected candidates will conduct compliance monitoring, audits and will review and evaluate the effectiveness of internal controls. The compliance monitoring and audits are designed to inform management of issues regarding compliance with established controls and procedures and to assist in the creation and implementation of corrective action plans. Additionally, such audits will involve developing recommendations to strengthen controls and improve ongoing compliance.

Responsibilities include, but are not limited to the following:

- Conducting monitoring visits and audits in accordance with HRO's compliance plan while effectively managing time budgets.
- Preparation of supporting work papers in accordance with program standards.
- Identification of relevant control weaknesses and business issues. Formulate specific recommendations, including cause, effect and quantification, to assist in strengthening controls and improving operational performance.
- Assist in basic planning activities such as program revisions and risk assessment.
- Maintain internal audit competency through ongoing professional development.
- Audit payment vouchers of contractors, vendors and consultant payments in accordance with HRO and its oversight entities' guidelines to ensure the payment requests are justified.

Minimum Qual Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Skills

- One to three years of audit experience within a public accounting, finance and/or internal audit function

- BA or BS in Accounting, Finance, Business, or related field
- Professional certification (CIA, CISA, CPA, or equivalent) preferred
- Knowledge and experience in application of professional auditing practices
- Ability to think analytically, communicate complex issues, and develop control recommendations
- Effective written and verbal communication; ability to present control analysis and recommendations with clarity and professionalism

Additional Information

****This is a long-term temporary grant funded position with an estimated duration of up to 18 months.****

To Apply

To apply click "Apply Now"

The NYCDEP is an Equal Opportunity Employer

Work Location

****This position is based at 250 Broadway, New York, NY 10007 ****

Residency Requirement

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.

**POSTING 10/28/2014
DATE:**

POST UNTIL: 11/12/2014