

DIRECTOR OF INVESTIGATIVE AUDITS (BIC)

Duties and Responsibilities

This is a management class of positions. Incumbent performs related work.

Under the executive direction of the First Deputy Commissioner, with wide latitude for the use of independent judgment and initiative, supervises teams of auditors conducting investigative audits in the wholesale food markets and private carting industry.

Examples of Typical Tasks

Supervises the staff of the Audit Department. Completes evaluations, approves timesheets and provides training to staff.

Initiates, and approves all investigative audits, special studies and projects. Reviews and edits status reports and accompanying audit files to ensure that the audit is thorough and the factual findings and analyses are sound. Prepares and submits final report submission to the Commissioner/Chairman.

Represents the agency with county District Attorney offices, the State Attorney General, and various federal, state and local law enforcement agencies. Collaborates on joint investigations.

Provides executive management with guidance concerning all aspects of accounting, taxes and auditing laws and rules and regulations.

DIRECTOR OF INVESTIGATIVE AUDITS (BIC) (continued)

Qualification Requirements

Bachelor's Degree from an accredited college in accounting, finance, business or a related field and four years full-time satisfactory experience, in public accounting and/or compliance, at least 18 months of which must have been in an administrative, managerial, consultative or executive capacity or supervising personnel performing activities related to the duties of the position.

Peace Officer Status

Candidates must be found qualified to serve as a Peace Officer and must satisfy the training requirements established by the State of New York for Peace Officers and obtain certification. Eligibility for Peace Officer status must be maintained for the duration of employment.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.