

DIRECTOR OF AUDITS (COMPTROLLER)

Duties and Responsibilities

This is a managerial class of positions; with a very wide latitude for independent judgement and decision making and serves as a top-level advisor to the Assistant Comptrollers and directly oversees one or more vital division(s) within the Comptroller's Bureau of Audit and Investigations.

Coordinates the day-to-day operations of the assigned division(s), including the divisions of Financial Audit, Performance/Management Audit, IT and Security Audits, and Research & Investigations. Leads audits, investigations, and other analyses of City-funded operations in accordance with the New York City Charter to reduce the cost of City government and improve the quality of government services; ensures operational effectiveness and efficiency in the assigned divisions. Coordinates the audit/investigations portfolio from inception through submission of the final report; monitors overall status of projects, assists with identifying potential problem areas or issues and affects corrective action; sets and reviews goals, schedules and deadlines for the completion of audit/investigations and other assignments; responsible for making policy decisions, and formulating and implementing strategic plans related to their assigned areas; coordinates and oversees bureau managers on meeting established goals; reviews and edits audit reports and recommendations based on audit outcomes and findings, consistent with generally accepted government auditing standards; provides timely briefings to the Comptroller and the executive staff on audits/investigations statuses and findings; performs related work.

Qualification Requirements

1. A baccalaureate degree from an accredited college and a minimum of four (4) years of satisfactory full-time experience in Audit, investigations, program evaluation, public administration, inspections, oversight, or in a related area(s), of which 18 months must have been in an executive, administrative, supervisory, or managerial capacity; or,
2. Education and/or experience which is equivalent to "1" above; however, all candidates must possess at least 18 months experience in an executive, administrative, supervisory, or managerial capacity as described above.

Lines of Promotion

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