

Job Opening
June 27, 2016

JOB TITLE: Audit Director, Internal Audit
DEPARTMENT: Internal Audit

LOCATION: NYC

BASIC FUNCTION:

The Internal Audit Department provides an independent appraisal function within the NYS Urban Development Corporation and the Department of Economic Development (collectively ESD) to examine and evaluate its activities as a service to the organization. Internal Audit performs audits of projects and programs focusing on financial-related and performance objectives. Internal Audit also furnishes ESD management with analyses, appraisals, recommendations, counsel and information concerning the effectiveness, economy and efficiency of activities reviewed.

WORK PERFORMED:

- Independently, with limited supervision, conduct or direct IT, financial, operational, compliance and program audits, after planning, organizing and implementing a comprehensive audit program and approach.
- Reviewing and appraising the soundness, adequacy and application of internal controls.
- Evaluating the reliability, uniformity and consistency of financial reporting to management.
- Determining and evaluating compliance with established company policies and procedures.
- Offering/reviewing recommendations for improvement in performance and monitoring implementation.
- In conjunction with Audit Department head, establishing internal audit policies, procedures, standards, methods and controls for corporate, subsidiary and divisional audit activities.
- In conjunction with Audit Department head, prepare/issue audit reports to auditee, with copies to the Chairman and Chief Executive Officer; SVP, Legal; other corporate officers; subsidiary, division, department executives, as appropriate; and the Audit and Budget Committee.
- Participate in Audit Committee meetings.
- Assisting the Department head in preparing audit plans based on evaluating risk.
- Assisting in hiring, training, supervising, and maintaining an adequate staff of qualified internal auditors.
- May be requested to act as the head of the department in the absence of the Audit SVP or Audit Director.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree. MBA or equivalent is desirable. Professional certification (CISA, CPA, CIA, and/or CMA) is preferable.

Equivalent Experience required: Seven or more years of business experience including a minimum of 5 years of internal auditing, additional experience in private industry or government providing exposure to management controls in such diverse functional areas as finance, operations (service-based), marketing, human resources, information systems and project management.

Knowledge required: Methods & techniques of internal or governmental auditing; principles of internal controls; IT audit skills. Written and oral communication skills; basic PC skills (spreadsheet and word processing).

APPROXIMATE HIRING SALARY: Commensurate with experience

INQUIRE

Maria Gately, Manager, Human Resources, ESD Corporation

DEADLINE: At least two weeks or until the position is filled.

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER