

Job posting date: November 3, 2016

Application Date: December 3, 2016

**JOB OPENING:** Audit Manager or Audit Director

**LOCATION:** NYC

**DEPARTMENT:** Internal Audit

**BASIC FUNCTION:** 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 and with limited supervision, conduct financial, operational, compliance and program audits, after planning, organizing and implementing a comprehensive audit program and approach.
- Reviews and evaluates the system of internal and management controls.
- Assesses the likelihood of financial errors and identifies dollar errors which have actually occurred.
- Evaluates the effectiveness of programs or operations under audit.
- Identifies and documents Audit Recommendations and obtains Responses from Management.
- Maintains a managerial and strategic perspective in identifying potential concerns, assessing financial risks and procedural issues, taking into consideration the impact of the various departmental inter-relationships.
- Prepares formal Audit Reports – with limited supervision, prepare Audit Findings and Audit Recommendations for presentation to Management, during the course of and at the conclusion to the audit, and obtains and evaluates (with SVP and/or AVP input) adequacy of Management’s responses.
- Perform one or more multiple ongoing project assignments. Responsible for completing audits in an effective and efficient manner, with moderate supervision. Takes initiative to inquire as to new projects when others are completed or postponed, and monitor ongoing events of projects.
- Responsible for input and action regarding to audit decisions during the course of the audit.
- Provide input to the SVP of Internal Audit when SVP is deciding who and what to audit and when.
- Two additional key duties are to assist in conduct of the annual internal controls certification process, and working on assigned ESD audits involving Department of Economic Development activities.

**EDUCATION/REQUIREMENTS:** Bachelor’s degree. MBA/or CPA, CIA, CISA or CMA certification preferred. 5 years business experience with a minimum of 3 years of internal auditing.

**APPROXIMATE HIRING SALARY: \$78,000**

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**DIRECTOR LEVEL:**

- 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.
- 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.
- Travel to other headquarter offices in NYC and Buffalo, and regional offices as needed.

**EDUCATION/REQUIREMENTS:** Bachelor’s degree. MBA and/or certification CISA, CPA, CIA, and/or CMA preferable. 7 or more years of business experience including a minimum of 5 years of internal auditing; supervisory experience.

**APPROXIMATE HIRING SALARY: \$97,000**

**INQUIRE**

Maria Gately, Manager, Human Resources, ESD Corporation

**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**