

Job Opening

Job Posting: May 27, 2022

**Application Deadline: 30 days or
until position is filled**

JOB TITLE: Senior Auditor

LOCATION: NYC

DEPT: Internal Audit

BASIC FUNCTION:

Provide independent review and effective internal audit coverage for ESD (ESD/DED) by conducting financial, operational, compliance, program audits. The objective is to evaluate and recommend improvements to the system of internal controls and the effectiveness and efficiency of ESD operations.

WORK PERFORMED:

- With moderate supervision, conducts 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 and assesses the likelihood of financial errors and identifies dollar errors which have actually occurred.
- Evaluates the effectiveness of programs or operations under audit, identifying and documenting audit recommendations and obtains responses from management.
- Maintains a 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 moderate supervision, for presentation to management, and obtains and evaluates (with SVP VP/Director 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 and provide input to Audit superiors to assist the department in deciding who and what to audit and when.
- Assist in conduct of the annual internal controls certification process.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree. MBA / professional certification (CPA, CIA, CISA or CMA) helpful.

Relevant experience required: Four + years of business experience including 2 or more years of internal audit. Additional experience in private industry or government, with exposure to controls in such diverse functional areas as finance, operations (service-based), marketing, HR, information systems and project management.

Knowledge required: Techniques of internal/governmental auditing; principles of internal controls; written and oral communication skills; basic PC skills (spreadsheet and word processing).

APPROXIMATE HIRING SALARY: \$72,000 (w/ comprehensive benefits package)

INQUIRE

Jane Martinez – HR Recruiter, Human Resources Dept.

External Candidates: Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete [Posting Application](#) and attach a copy of resume

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