

DEPUTY CHIEF CITY AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves senior-level governmental auditing and technical accounting work, thorough analysis of reports and/or financial data, and responsibility for acting as the principal assistant to the Chief City Auditor. The Deputy Chief City Auditor helps direct the day-to-day operations of the Office of Audit and Control; plans and oversees complex audits and special reviews; provides guidance on risk assessment, audit planning, quality assurance, and staff development; and supports communication with City departments and stakeholders while maintaining auditor independence and objectivity. Work is performed with considerable technical independence in accordance with adopted professional auditing standards and office procedures. The work normally includes the supervision of subordinate employees as assigned by the Chief City Auditor.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Conducts or co-leads Citywide risk assessments; identifies high-risk functions, programs, contracts, grants, and systems; recommends audit priorities and coverage.
- Develops annual and multi-year audit plans for approval by the Chief City Auditor; establishes audit objectives, scope, methodology, and resource needs.
- Directs and/or performs complex audits and reviews (financial, operational, performance, compliance, and technology/data-related) of City departments, agencies, authorities, programs, and contractors.
- Prepares or reviews audit workplans; schedules and coordinates audit activity; assigns work; monitors milestones; resolves technical and project issues.
- Reviews accounts payable, purchasing activity, and other financial transactions for compliance with contracts, purchase orders, budget, invoices, applicable laws, and City policies as assigned.
- Evaluates internal controls and business processes; assesses effectiveness, efficiency, economy, and compliance; identifies root causes and quantifies impacts where feasible.
- Collects, validates, and analyzes data (including data extracts from City systems); applies statistical and qualitative methods; develops sampling plans when appropriate.
- Oversees audit documentation and workpapers; ensures evidence is sufficient, appropriate, and properly retained in accordance with office requirements.
- Drafts and/or reviews audit reports; ensures findings, conclusions, and recommendations are well-supported, clear, and actionable; ensures management responses are accurately reflected.

- Leads post-audit follow-up on prior findings and recommendations; verifies implementation status; documents results and escalates unresolved issues as appropriate.
- Assists in establishing and maintaining a Quality Assurance/Quality Improvement process for the Office; reviews work for conformance with adopted professional standards and office policies.
- Guides the ethical and responsible use of technology and data analytics tools (including audit automation and AI-assisted techniques where approved) to improve audit coverage, detection, and efficiency.
- Conducts or assists with investigations of suspected fraud, waste, abuse, or non-compliance; coordinates with appropriate City officials and external entities as directed; maintains confidentiality and evidence integrity.
- Provides technical guidance and mentorship to audit staff; reviews work products; supports training plans and professional development; assists with performance evaluations.
- Communicates with City departments and stakeholders to obtain information, clarify processes, discuss preliminary results, and support corrective action while maintaining auditor independence and objectivity.
- Prepares presentations, briefings, and supporting materials for the Chief City Auditor and other stakeholders (e.g., Common Council, executive leadership) as assigned.
- Supports office administration as assigned, including workload management, records retention practices, procurement needs, and budget development/monitoring for the Office.
- Signs official documents for the Chief City Auditor and assumes such authority and duties as may be delegated by the Chief City Auditor.
- Checks, enters, and retrieves information in an automated information system; supports improvements to audit tools and templates.
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices of municipal budgeting, financial reporting, accounting, auditing, and operational evaluation.
- Thorough knowledge of governmental auditing concepts and internal control frameworks; good knowledge of applicable professional standards (e.g., Government Auditing Standards and/or internal auditing standards, as adopted by the Office).
- Good knowledge of the practices and methods of organizational operations, program evaluation, performance measurement, and statistical analysis.

- Good knowledge of public sector procurement, contracting, grant compliance, and related laws, regulations, and policies applicable to City operations.
- Good knowledge of audit planning, risk assessment, project management techniques, and quality assurance practices.
- Skill in reviewing and analyzing complex financial and operational information; ability to identify issues, root causes, and practical corrective actions.
- Ability to plan, assign, supervise, and review the work of professional staff; ability to train and mentor employees and support a productive, accountable workflow.
- Ability to communicate clearly and concisely, orally and in writing; ability to draft high-quality audit reports and present complex information to diverse audiences.
- Ability to establish and maintain effective working relationships with City officials, employees, representatives of other governmental agencies, and the public as necessitated by work assignments.
- Ability to maintain objectivity, confidentiality, and professional integrity in all circumstances; good judgment; tact and courtesy.
- Ability to use personal computers and common business software; ability to work with databases/spreadsheets and use data analytic tools as needed for audit work.
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master’s Degree (or higher) in Accounting, Finance, Business Administration, Public Administration, Public Policy, or a closely related field AND two (2) years of satisfactory, full-time paid experience in one or more of the following areas: auditing, accounting, financial analysis, budget development or oversight, program evaluation, internal controls, or operational review, at least one (1) year of which must include lead, supervisory, or project-management responsibility; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s Degree (or higher) in Accounting, Finance, Business Administration, Public Administration, Public Policy, or a closely related field AND four (4) years of satisfactory, full-time paid experience in one or more of the following areas: auditing, accounting, financial analysis, budget development or oversight, program evaluation, internal controls, or operational review, at least one (1) year of which must include lead, supervisory, or project-management responsibility; **OR**

- C. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree (or higher) which must include coursework in research and statistical methods and twelve (12) semester credit hours in accounting AND five (5) years of satisfactory, full-time paid experience in one or more of the following areas: auditing, accounting, financial analysis, budget development or oversight, program evaluation, internal controls, or operational review, at least one (1) year of which must include lead, supervisory, or project-management responsibility.

NOTE:

- Professional certifications such as CPA, CIA, CGAP, CFE, CRMA, or CISA are strongly valued but not required.
- Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.