

City of New York
THE SPECIAL COMMISSIONER OF INVESTIGATION
FOR THE NEW YORK CITY SCHOOL DISTRICT
Job Vacancy Notice

Civil Service Title: Confidential Investigator	Level: L0
Title Code No: 3114A	Salary: \$55,000 - \$70,000
Office Title: Investigative Auditor	Work location: 80 Maiden Lane, New York, NY
Division/Work Unit: SCI	Number of Positions: 1

Job Description

The Office of the Special Commissioner of Investigation for the New York City School District (“SCI”) is an independent agency with broad authority to investigate corruption, misconduct, or other illegal, unethical or improper activities by officials, department employees, contractors, and vendors doing business with the New York City Department of Education (“DOE”) - the nation’s largest school district enrolling more than 1.1 million students, and employing 140,000 staff located in over 1,800 facilities. SCI performs highly confidential and sensitive investigations and studies, and seeks to develop and implement plans and programs to control and prevent such corruption, misconduct or other illegal, unethical or improper practices. The office also serves as the Inspector General for the Teachers' Retirement System of the City of New York and the New York City Board of Education Retirement System.

SCI is seeking an experienced, self-motivated candidate to work within this fast paced environment.

SCI is seeking an Investigative Auditor with experience in financial investigations. Under direct supervision of the Special Commissioner and Chief Investigator, the Investigative Auditor will be responsible for initiating and conducting complex fraud investigations; examining and analyzing financial records; reviewing and analyzing subpoenaed records; preparing reports and spreadsheets; reviewing fiscal policies and controls; developing investigative leads; conducting interviews; and collaborating with prosecutors and other law enforcement agencies, as needed.

THOSE HIRED BY SCI ARE DOE SALARIED EMPLOYEES AND NYC RESIDENCY IS NOT REQUIRED.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in an industrial or governmental agency in the field of investigation, auditing, law enforcement, security, inspections, or in a major operational area of the agency in which the appointment is to be made, or
2. A baccalaureate degree from an accredited college; or
3. Education and/or experience equivalent to “1” or “2” above.

Preferred Skills

1. A minimum of one year of experience conducting complex financial investigations preferably in a law enforcement environment.
2. Proven ability to perform financial analysis, conduct interviews, write detailed reports, and provide testimony.
3. Strong interpersonal, written, and analytical skills.
4. Possess excellent organizational skills and proven ability to manage time efficiently in a fast paced environment.
5. Proficiency in Microsoft Office, advanced Excel skills, including V-lookup and pivot tables, and various computer programs.
6. Certified Public Accountant and/or Certified Fraud Examiner is a plus.
7. Foreign language skills is a plus.
8. Ability to work well with all levels of staff and management.
9. Demonstrated ethics and sound judgment.

To Apply:

Send resumes, cover letters, and writing samples electronically to applicant@nycsci.org and indicate “CIAuditor032019” in the subject line of the email.

Please do not email, mail or fax your resume to SCI directly. Submissions of resumes does not guarantee an interview. Due to the high volume of resumes SCI receives for positions, only selected candidates will be contacted.

Appointments are subject to Office of Management & Budget approval for budgeted headcount.

Post Date: 03/18/2019

The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.