

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

<b>Civil Service Title:</b> Confidential Investigator	<b>Level:</b> L1
<b>Title Code No:</b> 31143	<b>Salary:</b> \$46,000 - \$56,000
<b>Office Title:</b> Investigative Auditor	<b>Work location:</b> 80 Maiden Lane, New York, NY
<b>Division/Work Unit:</b> SCI	<b>Number of Positions:</b> multiple positions available

**Job Description**

The Office of the Special Commissioner of Investigation for the New York City School District (“SCI”) has broad authority to investigate wrongdoing by 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 concerning corruption, misconduct, or other illegal, unethical or improper activities both, within and outside of the DOE, and seeks to develop and implement plans and programs to control and prevent such illegal 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 experienced, self-motivated candidates to work within this fast paced environment.

Under the direct supervision of the Lead Investigative Auditor and Senior Investigative Auditor, the successful candidates for the Investigative Auditor position will be expected to perform the following duties, and demonstrate the following skills and competencies, including, but not limited: conducting complex fraud investigations; examining and analyzing financial records; reviewing and analyzing subpoenaed records; preparing reports; and testifying at hearings and other court proceedings. The Investigative Auditor will collaborate with attorneys, prosecutors, and other law enforcement agencies, as needed. The Investigative Auditor must be able to apply accounting concepts and auditing procedures and techniques, and develop investigative leads through records analysis.

**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 1 to 5 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.
2. Proven ability to perform financial analysis, conduct interviews, write detailed reports, and provide testimony.
3. Strong interpersonal, interviewing, and analytical skills.
4. Demonstrate strong verbal and written communication skills.
5. Possess excellent organizational skills and proven ability to manage time efficiently in a fast paced environment.
6. Certified Public Accountant and/or Certified Fraud Examiner is a plus
7. Ability to work well with all levels of staff and management.
8. Proficiency in Microsoft Office, advanced Excel skills, including V-lookup and pivot tables, and various computer programs.
9. Foreign language skills is a plus.
10. Demonstrated ethics and sound judgement.

**To Apply:**

Send resumes, cover letters, and writing samples electronically to [applicant@nycsci.org](mailto:applicant@nycsci.org) and indicate “CIAuditor072019” 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:** 07/15/2019

**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.**