

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

Civil Service Title: Deputy Inspector General	Level: G3
Title Code No: 31144	Salary: \$90,000 - \$115,000
Office Title: Lead 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”) 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.

The Special Commissioner is seeking an experienced forensic accountant, auditor, or financial investigator to serve as a Lead Investigative Auditor. The Lead Investigative Auditor will be responsible for the supervision, conduct, and oversight of the Audit Team; initiating and leading complex fraud investigations; reviewing audit programs, progress on investigative audit assignments, and audit reports; ensuring that professional and appropriate quantitative methods and auditing techniques are being utilized in the audit process of each investigation; make initial audit determinations identifying deficiencies or noncompliance; collaborating with prosecutors and other law enforcement agencies, as needed; testifying at hearings and other court proceedings, as needed; evaluating the performance of each Audit Team employee for purposes of recognition, constructive feedback/recommendations, as well as initiating appropriate remedial action for performance or conduct deficiencies; and seeking/approving/providing training and development opportunities for Audit Team members.

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

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time paid experience in investigation, auditing, law enforcement, security, management analysis, or in a major operational area of the agency to which the assignment is to be made; at least one year of which must have been in a supervisory, administrative, consultative or executive capacity; or
2. Education and/or experience equivalent to “1” above. However, all candidates must have the approval of the Special Commissioner of Investigation and one year of supervisory, administrative, consultative, managerial or executive experience; or one year of experience in the exercise of discretion and professional judgment in significant policy matters related to criminal justice or areas particularly relevant to SCI.

Preferred Skills

1. Certified Public Accountant preferred. Certified Fraud Examiner is a plus.
2. A minimum of 10 to 15 years of satisfactory full-time supervisory 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.
3. Extensive experience of conducting complex financial investigations, preferably at a law enforcement or governmental investigative agency.
4. Ability to develop/modify audit programs and plans.
5. Exemplify the capability to guide the Audit Team on investigative cases as well as work independently to perform a variety of difficult complex audit assignments.
6. A superior knowledge of accounting systems and records, cost representations, internal controls, agency policies and practices, to assure compliance with accounting and auditing principles, standards, and regulations.
7. Significant experience in preparing reports of audit findings, conclusions, and recommendations.
8. Experience with oversight of government agencies, procurement, and/or contracts.
9. Proven ability to perform financial analysis, conduct interviews, write detailed reports, and provide testimony.
10. Overall strong interpersonal, written, and analytical skills.
11. Possess excellent organizational skills and proven ability to manage time efficiently in a fast paced environment.
12. Proficiency in Microsoft Office, advanced Excel skills, including V-lookup and pivot tables, and various computer programs.
13. Foreign language skills is a plus.
14. Ability to work well with all levels of staff and management.
15. Demonstrated ethics and sound judgment.

To Apply:

Send resumes, cover letters, and writing samples electronically to applicant@nycsci.org and indicate “LeadAuditor072019” 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.