

NEW YORK CITY BUSINESS INTEGRITY COMMISSION

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Staff Analyst

TITLE CODE NO: 10026

OFFICE TITLE: Senior Auditor

SALARY RANGE: \$51,757 - \$142,430
HIRING RATE: \$60,000

UNIT/LOCATION: Main Office
100 Church Street, 20th Floor
New York, NY 10007

NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The Business Integrity Commission (“BIC”) has oversight of the private carting industry, wholesalers and businesses operating in the designated public wholesale markets, and shipboard gambling.

Reporting directly to the Director of Audit, the Senior Auditor assume the following responsibilities:

- Conduct financial evaluations of BIC’s licensee’s and registrants to ensure compliance with BIC requirements. Actively participate in departmental and/or cross-functional teams addressing internal and external issues that support the Audit Unit’s strategic mission. This may include designing the audit plans to ensure compliance with additional local and federal regulations or additional industries that may fall within the jurisdiction of the New York City Business Integrity Commission.
- Oversee and participate as a member of a team of financial auditors conducting audits of New York City Business Integrity Commission (BIC) licensees and registrants at locations throughout the tri-state region.
- Conduct in-depth forensic examination and analysis of complex and sophisticated financial records and recordkeeping systems, by utilizing accounting, auditing, analytical, technical, and investigative skills. Identify, examine, and analyze financial data to identify fraudulent activity, identify and trace funding sources and interrelated transactions, collect and analyze pertinent information/documents and conduct interviews. Compile findings and conclusions into financial investigative reports.
- Effectively use technology to assist with information gathering and data analysis and to assist with risk identification and assessments
- Utilize various computer applications to review and interpret implications on a vast number and variety of financial transactions, and other corporate business, and financial processes, associations, and record-keeping systems.
- Provide guidance and/or coordinate activities of less experienced forensic accountants.

QUALIFICATIONS:

1. A master’s degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in “1” above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in “1” above;
3. NYC residency required within 3 months of appointment.

Preferred Qualifications:

- Expertise in business and government organizational and managerial structures and practices, and their financial documentation practices, as well as various sophisticated finance and accounting systems, methods, and techniques;
- Ability to conduct quantitative and qualitative analyses, to apply various statistical methods and formulas, to discern and unravel complex interrelationships, to recognize concealed or obscure associations, and to draw logical inferences and conclusions significant for evidentiary purposes;
- Ability to use computer hardware and software as tools for gathering and analyzing financial information, conducting analyses, managing investigative cases, and facilitating office operations, to include data base management systems, statistical analytical software, Internet research, office automation (spreadsheets, desktop publishing, etc.), and electronic mail systems;
- Skill in written and oral communications, including ability to translate complex and interrelated information into articulate presentations, compose substantive analytical reports, interact effectively as a member of a multi-jurisdictional investigative team, elicit information, and develop cooperative relationships;
- Knowledge and skills related to white collar crime, money laundering, accounting principle violations, asset misappropriation, financial statement fraud, bankruptcy fraud, credit card fraud, embezzlement, evidence integrity analysis, damage assessment, tracing illicit funds, locating hidden assets, forensic intelligence gathering, and/or regression analysis;
- Strong organizational skills required with the ability to multi-task, work independently and as part of a team in a time sensitive environment;
- Strong research, analytical and writing skills; and
- Strong investigative abilities.

To Apply:

City employees: <https://a127-ess.nyc.gov/psp/prdess/?cmd=login>

Non-City candidates: <https://a127-jobs.nyc.gov/>

Appointments are subject to Office of Management and Budget (OMB) approval.

POSTING DATE: 04/10/2015 POST UNTIL: Until Filled POSTING #: 831-15-106

The Business Integrity Commission and the City of New York is an Equal Opportunity Employer.