

NEW YORK CITY HEALTH AND HOSPITALS CORPORATION
HUMAN RESOURCES

POSITION DESCRIPTION

<i>Position Title</i>	<i>Title Code(s)</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revision</i>
Senior Auditor	00462H	04/17/00		05/26/15

Purpose of Position:

Under general and/or limited supervision, with latitude for the exercise of independent judgment and initiative, supervises Staff Auditors in the performance of operational and financial audits within HHC.

Examples of Typical Tasks:

1. Directs all activities within an assigned project including communicating with operating management; coordinating the work of project team members; establishing project milestones; completing and monitoring audit fieldwork progress; providing updates to audit management; and proposing modifications to current procedures to improve audit effectiveness and departmental efficiency.
2. Provides ongoing and specific feedback to Staff Auditors regarding audit performance.
3. Prepares comprehensive working papers consistent with professional auditing standards.
4. Analyzes audit evidence, identifies audit issues and recommends solutions to initiate change and improve the effectiveness of the control environment and/or business process.
5. Works with client personnel and audit team to ensure the successful development of risk assessments and the appropriate design of audit programs.
6. Identifies internal control gaps and assists management in creating action plan to address risks; ensures that action plans are completed in a timely manner.
7. Leads client meetings and reports on the status of ongoing audit projects.
8. Drafts clear and concise audit reports identifying key risks; provides value-added recommendations to improve the effectiveness of the internal control environment.
9. Travels to HHC facilities and other locations as assigned and/or necessary.
10. Performs other related duties as assigned and/or directed.

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Qualification Requirements:

1. A Baccalaureate Degree from an accredited college or university in accounting, finance, business administration or a related field of study; and,
2. Three (3) years of satisfactory experience in internal auditing and/or public accounting, of which at least one (1) year shall have been in a supervisory capacity.