October 20, 2014

Governors Officer of Storm Recovery
Director of Internal Audit

Job Summary
The Governor's Office of Storm Recovery (GOSR) of the Housing Trust Fund Corporation (HTFC) seeks a Director of Internal Audit to build out and implement an independent Internal Audit function for the Community Development Block Grant Disaster Recovery (CDBG-DR) Program for New York State. The Director will be responsible for timely completion of audit tests and analysis in compliance with HTFC standards. The GOSR Director of Internal Audit will report directly to the HTFC Board of Directors and to the Executive Director of the Governor's Office of Storm Recovery, as simultaneously as is practical. The Director will supervise other Internal Audit staff that will be hired as well as consultants to perform those audits. Assigned to additional audit projects and department duties by audit management.

Essential Functions:

- Plans, organizes, directs, and controls general and special audits and limited scope audits of contracts, subrecipient grants and general operations of GOSR and any activity where CDBG-DR funds are directed
- Provides supervision of other employees and consultants assigned to their audits to ensure maximum effectiveness and efficiency of internal audit operations
- At the direction of the Board Chair of HTFC and the Executive Director, as well as in consultation with other GOSR departments, including the Monitoring and Compliance department, the Finance department and the Investigations department:
    - Supervises and conducts financial, compliance and operational audits and limited scope audits based on risk analysis
    - Drafts reports and risk assessment documents and internal control work products
- Provides non-audit assistance and consulting services to other departments, when assigned by the Board Chair and the Executive Director of GOSR
- Provides audit assistance in coordinating external audits performed by other State and/or Federal entities
- Attends meetings, conferences and seminars as needed or requested
- Performs other duties as deemed necessary by the Board Chair and the Executive Director

Typical Qualifications:

- B.A./B.S. degree in related field
- Specialized certification in CIA, CPA, and/or CFE
- Must have a minimum of 10 years of related experience
- Knowledge and experience with Federal Disaster Recovery grants, HUD regulations and/or CDBG or other federal grants and/or state government programs including applicable statutes, regulations, policies, claim processing, audit and reimbursement principles and procedures preferred

- Must have thorough knowledge of principles, practices, and professional standards of internal auditing, accounting, finance, business administration, and financial management and program analysis
- Ability to work in a fast paced start-up environment, including self-initiative, flexibility, and skill in pivoting responsibilities
- Must possess good interpersonal and communication skills and be able to work as part of a team and foster a positive work environment
- Must be computer literate which includes, but is not limited to, proficiency in a Microsoft Windows environment and Microsoft Word & Outlook
- Must be able to operate general office equipment

If interested:

All candidates must submit a resume, 3 references, and letter of interest to StormRecoveryJobs@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision. The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.