



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

ASSOCIATE AUDITOR – INTERNAL AUDIT **(New York City)**

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo and Commissioner RuthAnne Visnauskas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low and moderate income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement, and family-friendly policies.

The Office of Professional Services (OPS) is responsible for all administrative and support services, including Human Resources, Communications and Public Information, Legal Affairs, Fair Housing, Policy Development, Competitive Procurement and Contract Management, Fiscal Planning, Accounting and Treasury Services, Facilities and Building Management Services, Internal Audit, Project Management and Information Technology Services. OPS values professionals that enjoy working in a fast-paced environment and who have the skills required to effectively plan, direct, and coordinate HCR's wide array of support services.

JOB SUMMARY

Under direct supervision of VP Internal Audit, audit and evaluate the safeguarding of assets, accuracy and reliability of accounting data, compliance with Agency policies, procedures, and regulatory requirements to protect the Agency from loss through error, fraud, or gross inefficiencies.

Will recommend improvements in internal control and operating procedures. Perform special examinations at the request of management and prepare reports of such audits, reviews and risk assessments.



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PRINCIPAL RESPONSIBILITIES

The responsibilities of the position include, but are not limited to, the following:

- Analyze systems of internal control of Agencies programs and operations to ensure that assets are safeguarded, policies and procedures are adhered to and for compliance with governmental laws and regulations.
- Assist in planning of individual audits, monitor budgets, determine scope of audit tests, and discuss the audit status with the Audit Officer.
- Analyze Agency operations for compliance with generally accepted accounting principles, prudent business practices and regulatory compliance.
- Prepare audit programs; including the flowcharting of the audit function, identify strengths and weaknesses, bridging the workpapers and final completion of the program. Prepare audit workpapers documenting evaluation of controls, audit tests, results, and conclusions.
- Perform IT test procedures. Conduct reviews of data center, analyze security controls, review separation of duties, review disaster recovery plan and ensure that Agency data is protected from external parties.
- Conduct preliminary take-up meetings with management and prepare a draft of the audit reports.

MINIMUM QUALIFICATIONS

- A baccalaureate or associate degree from accredited college or university in accounting, finance, legal or another relevant field.
- Prior experience as an auditor, controller or compliance officer.
- Proficient in Word, Excel, Power Point and Visio.
- Understanding of generally accepted auditing principles and practices.
- Excellent writing and communication skills.
- Good analytical and organizational skills.
- Ability to work under pressure and time limits.

PREFERRED SKILLS

- Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Fraud Examiner (CFE).
- Master's Degree in Business Administration.
- Experience in public sector or complex organizations.

This job description is not intended to be all inclusive and the employee will be expected to perform other reasonably related duties as assigned.

WHAT WE OFFER:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;



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- Promotional opportunities for dedicated professionals.

All internal SHA employees(only) are directed to apply via
internalcandidates@nyshcr.org

[TO APPLY, CLICK HERE.](#)

Applicants must include resume and cover letter.

New York State is an Equal Opportunity Employer (EOE)