



## 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!*

### **Senior 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 Kathy Hochul 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, Senior Associate Auditor executes a wide variety of audits such as Operational, Financial, Compliance and third-party audits. Evaluates systems, projects, contracts, in accordance with the generally accepted government auditing and internal audit standards. These audits assess the safety of assets, efficiency and effectiveness of operations, compliance with applicable legislation and procedures, accuracy and integrity of data, and availability of critical information and information systems, cost-effectiveness, functionality, and systems-implementation, and recommend improvements as needed to protect the Agency from loss through error, fraud, or gross inefficiencies.

Senior Associate Auditor 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:

- Performing research and analysis of agencies' operations and financial systems, capital programs, contract compliance, and security programs, including personnel structure, architecture, policies and procedures, incident handling, awareness training, disaster recovery and business continuity;
- Conducting operational, financial and IT audits including evaluating whether risks and vulnerabilities are properly identified and mitigated;
- Preparing and examining assessment findings and providing general assistance to the audit staff; assisting in the development of audit plans and programs;
- Verify information and ensuring all procedures and testing necessary to meet audit objectives take place; conducting tests of internal controls for audits of related projects;
- Performing audit procedures and tests necessary to meet audit objectives in compliance with Generally Accepted Government Auditing Standards and International Internal Audit Standards;
- Preparing audit work papers, memos, letters and drafting audit report findings and recommendations;
- Assisting in the development, updating, revising, and improving of audit procedures and programs and assisting in creating audit programs.
- Performing other related work or special studies as may be required.

### **MINIMUM QUALIFICATIONS**

- A baccalaureate or graduate degree from an accredited college in finance, accounting, operations management or a related area;
- Five or more years of progressively responsible experience in auditing;
- Experience with GAGAS, IPPF and FISCAM Standards;
- Advanced proficiency in basic PC applications (MS Excel, Word, PowerPoint, and Visio);
- Ability to work under pressure and time limits.

### **PREFERRED SKILLS**

- Related industry certifications such as CIA, CFE, CPA and CRMA are desirable;
- Demonstrated experience with operational and financial audits, assessment of risks and controls, suggestion of best practices and recommendations for improvements;
- Intermediate level analytical and data analysis skills ;
- Experience with Sarbanes-Oxley, ISO and COSO principles;
- Excellent interpersonal, communication, writing and organizational skills.

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



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**WHAT WE OFFER:**

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunities for dedicated professionals.

All internal SONYMA/HFA/AHC employees (only) are directed to apply via  
[internalcandidates@hcr.ny.gov](mailto:internalcandidates@hcr.ny.gov)

**Please include your name in the subject line**

**[TO APPLY, CLICK HERE.](#)**

**Applicants must include resume and cover letter**

New York State is an Equal Opportunity Employer  
(EOE)