



**State
Police**

KATHY HOCHUL
Governor

STEVEN A. NIGRELLI
Acting Superintendent

POSTING DATE: 01/20/2023

APPLICATION DUE BY: 02/10/2023

Title: Internal Auditor 1
Starting Salary: \$61,270.00

Location: Division Headquarters – Professional Standards Bureau
1220 Washington Avenue, Building #22
Albany, New York 12226
Albany County

Grade: 18

Employment Type: Full-Time

Work Days: Monday through Friday

Union Representation: PEF

The internal audit function for the Division of State Police is the responsibility of the Professional Standards Bureau. The Deputy Superintendent – Professional Standards Bureau has been designated by the Superintendent as the agency’s Director of Internal Audit. The internal audit function is carried out through routine inspections and reviews of the Division’s operations and programs resulting in reports and follow-up review to the Superintendent and specific program managers with recommendations for corrective action.

Under the general direction of Staff Inspectors, the Internal Auditor will serve as a member of the internal audit teams and will work jointly with sworn members assigned to the Professional Standards Bureau. The Internal Auditor will assist with the planning and execution of comprehensive internal audits of departmental programs and units engaged in financial transactions. The Internal Auditor will participate in quality assurance initiatives to advise management whether established policies, practices and procedures are effectively and efficiently being executed. The general duties of the position will include, but not be limited to the following:

DUTIES:

- Determine that assets and resources are efficiently utilized and adequately safeguarded.
- Ensure that adequate managerial and accounting controls exist and function properly.
- Examine source documents, records and reports relative to the activity under study.
- Discuss administrative and operating practices with appropriate personnel. Assist with identifying “best practices” and facilitating the sharing of this information.
- Evaluate and appraise operations for compliance with established procedures and evaluate procedures for effectiveness and efficiency. Participate in vulnerability assessments and problem-oriented audits.
- Prepare reports and recommendations and assist in the preparation of final audit reports.
- Assist Professional Standards Bureau investigative teams with financial crimes investigations.
- Assist in the training and supervision of Division personnel assigned to the Audit Section of the Professional Standards Bureau.
- Act as liaison with external auditors evaluating State Police practices and procedures.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in accounting, business administration, business management, computer science, computer information systems or related information technology field, criminal justice, economics, engineering, finance, mathematics, public administration, public or community health, public policy, political science or statistics

AND

- Either two (2) years of qualifying experience in conducting internal audits or program research, review and appraisal,

OR

- Designation as a Certified Internal Auditor by the Institute of Internal Auditors; **OR** bachelor’s degree in the areas specified above and successful completion of a two-year traineeship.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System. This position will be filled through a resume review and interview process.

HOW TO APPLY:

Kindly send a letter of intent, complete resume, and transcripts to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Attention: Non-Sworn Hiring Unit*