

## Auditor 2

**Announcement Posted:**

12/18/2025

**Responses must be hand delivered or postmarked by:**

12/28/2025

**Salary Range:**

\$86,681 to \$109,650

**Location:**

Audit & Quality Improvement  
40 North Pearl Street  
Albany, NY 12243

**Grade:**

23

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:**

Eligible for a lateral transfer or eligible for transfer under Section 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

**OR**

Reachable on the appropriate eligible list in Albany.

**Preferred Qualifications:**

Candidates holding a current professional certification as a Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or Certified Public Accountant (CPA) is preferred.

**Duties of Position:**

Working under the direction of the Auditor 3 in the Internal Audit Unit, duties will include, but are not limited to, the following:

- Oversee audit planning, testing, and reporting activities to ensure they are performed according to the auditing standards promulgated by the Institute of Internal Auditors (IIA) - International Professional Practices Framework ("Standards");

- Prepare for assigned Internal Audits through the research of the Office of Temporary and Disability Assistance (OTDA) program areas to ascertain its purpose, functions, organization, funding, internal controls, and all applicable laws, rules, and regulations governing its operation;
- Establish the scope of an audit by analyzing and detecting areas for audit and the timeframe for the work to be completed;
- Arrange and lead entrance conferences with representatives of the unit being audited to clarify practices and goals, and to gain access to records;
- Perform and supervise audits by performing various tests, reviews, reconciliations, and evaluations of accounts, claims, records, and procedures, to ensure that transactions are correctly processed and fully accounted for, and to ensure that the proper controls are in place;
- Review audit work papers to ensure audit steps are accurately documented and are completed in accordance with the Standards;
- Communicate in a professional and respectful manner both orally and in writing with coworkers, supervisors, local district staff, and other agencies;
- Manage and conduct both on-site and virtual audits and reviews;
- Prepare clear and concise audit reports with audit findings and recommendations;
- Arrange and lead audit exit conferences with representatives of the unit under audit and effectively communicate findings, internal control deficiencies, and opportunities for improvement;
- Supervise and mentor assigned staff on the completion of their assigned tasks and assure adherence to the Standards;
- Designate and plan audit activities for assigned staff;
- Perform a full range of supervisory tasks including, but not limited to, periodic employee evaluations, professional development, identification of relevant training opportunities, and adherence to NYS and Audit and Quality Improvement (AQI) policies and procedures; and
- Evaluate and update current audit procedures and recommend improvements as needed.

### **Conditions of Employment:**

A full-time, permanent appointment will be made. This position may require up to 10% travel. You must be a current New York State employee to apply for this position. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

**Remarks:**

- **Candidates should reference posting 25-205 when submitting your application.**
- **If submitting electronically, please reference posting 25-205 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. In alignment with New York State's Executive Orders 187 and 31, OTDA is committed to advancing diversity, equity, inclusion, and accessibility by fostering an inclusive workplace.