

Director of Internal Audit

Announcement Posted:

4/2/2025

Responses must be hand delivered or postmarked by:

5/2/2025

Salary Range:

\$123,793 to \$156,224

Location:

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

Grade:

NS (Equated to M-4, Management/Confidential)

of Positions:

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Candidates Must Meet the Following Qualifications:

Minimum Qualifications: Bachelor's degree and seven years of relevant experience.

Substitutions: four years of specialized experience or associate degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

Specialized experience includes progressively responsible management experience involving auditing responsibilities or program evaluations.

Preferred Qualifications: Professional certification, such as Certified Internal Auditor (CIA), Certified Public Accountant (CPA) or Certified Information Systems Auditor (CISA); Master's degree in accounting, business, public administration, economics. Extensive knowledge of professional audit standards, goals and techniques of internal auditing, internal controls and/or program evaluation; demonstrate good oral and written communication skills; ability to work collaboratively across all departments; ability to effectively lead; strong analytical skills with attention to detail; strong decision making and problem-solving skills; experience interpreting and applying laws, rules, and regulations.

Working for New York State:**THE NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE (OTDA) IS**

LOOKING FOR APPLICANTS WHO ARE SEEKING A REWARDING CAREER.

The Office of Temporary and Disability Assistance (OTDA) is recognized as a national leader in the field of Human Services and innovative social welfare programs. OTDA is responsible for supervising programs that provide assistance and support to eligible families and individuals.

OTDA's functions include: Providing temporary cash assistance; providing assistance in paying for food; providing heating assistance; overseeing New York State's Child Support Enforcement Program; determining certain aspects of eligibility for Social Security Disability benefits; supervising homeless housing and services programs; and providing assistance to certain immigrant populations. As a New York State employee, you are afforded great fringe benefits exceeding 60% of your salary. Our comprehensive package includes:

- Health care coverage with provisions for hospitalization, medical/surgical coverage, prescription drug benefits, dental, and vision.
- Generous vacation, personal, and sick leave benefits.
- Up to thirteen paid holidays per calendar year.
- Pre-Tax Health Care.
- Voluntary enrollment in deferred compensation plans.
- Access to financial assistance for further career-related study.
- Membership in the New York State Retirement System.

Duties of Position:

Under the direction of the Deputy Commissioner of Audit and Quality Improvement, the Director of Internal Audit for the New York State Office of Temporary and Disability Assistance (OTDA) will review operations to ensure compliance with management policies and the effectiveness of internal controls. The Director of Internal Audit will administer independent, objective assurance and consulting activity designed to add value and improve an organization's operations. The Director of Internal Audit will help the organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Duties include, but are not limited to:

- Supervise and direct the Internal Audit Unit;
- Oversee and manage audits, surveys or reviews of agency operations, programs, policies or administration to determine compliance with departmental regulations and policies. Audits will be of varying types and will require a broad skill set, including the ability to conduct program, systems, compliance, and administrative audits;
- Perform annual risk assessment of OTDA functions and review internal controls to identify vulnerabilities and/or areas in need of improvement, while following professional standards;
- Prepare or direct the preparation of internal reports and findings;
- Plan and conduct follow-up audits to evaluate corrective actions have been taken and controls are acting as intended;

- Oversee all external audits of OTDA programs;
- Provide guidance and support to agency Internal Control Officers to ensure compliance with the New York State Governmental, Accountability, Audit, and Internal Control Act;
- Maintain a working knowledge of federal and State programs of assistance, claiming processes, and the agency's computer systems and subsystems;
- Participate in professional development and training; and
- Perform full range of personnel management activities.

Conditions of Employment:

A full-time, exempt appointment will be made. This position requires less than 30% travel. A background check of the selected candidate will be required. 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 25-064 when submitting your application.**
- **If submitting electronically, please reference posting 25-064 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. We actively solicit and encourage applications from Black, Indigenous, and People of Color (“BIPOC”); LGBTQIA+ individuals; women; people with disabilities; and military veterans.