

Internal Controls Officer

Announcement Posted:

10/28/2025

Responses must be hand delivered or postmarked by:

11/7/2025

Salary Range:

\$86,773 to \$108,413

Location:

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

Grade:

NS (Equated to 623, Management/Confidential)

of Positions:

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Candidates Must Meet the Following Qualifications:

Bachelor's degree and three years* of relevant experience.**

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

****Relevant Experience:**

- Proven experience in internal auditing, internal controls, or risk management roles;
- Strong understanding of internal control principles, practices, and frameworks (e.g., COSO); and
- Knowledge of auditing standards, regulatory requirements, and industry best practices.

Preferred Experience:

- Analytical and critical thinking skills to assess risks and evaluate control effectiveness;
- Excellent communication and interpersonal skills, with the ability to interact effectively with stakeholders at all levels;
- Attention to detail and accuracy in auditing and documentation; and
- Proficiency in audit tools and software, as well as Microsoft Office suite.

Duties of Position:

This position will function as an Internal Controls Officer, assessing the design and implementation of internal controls, conducting audits and reviews, and providing recommendations to management for enhancing control environments and minimizing risks. The incumbent's role will involve collaboration with stakeholders, identification of control deficiencies, and promoting a culture of accountability and integrity.

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

- Develop and implement internal control frameworks, policies, and procedures to ensure compliance with regulatory requirements, laws and internal policies;
- Conduct risk assessments and internal control reviews to identify areas of potential risk, fraud, or non-compliance;
- Evaluate the design and effectiveness of internal controls, including segregation of duties, access controls, and authorization processes;
- Perform internal audits, reviews, and testing procedures to assess the reliability and accuracy of financial and operational information;
- Document audit findings, observations, and recommendations in audit reports, and communicate results to management and stakeholders;
- Collaborate with departmental managers and process owners to address control deficiencies and implement corrective actions;
- Monitor and track remediation efforts and action plans to address audit findings and control weaknesses;
- Provide training and guidance to employees on internal control principles, policies, and procedures;
- Stay abreast of changes in regulations, laws, and industry standards related to internal controls and risk management;
- Participate in cross-functional teams and committees to support organizational initiatives and projects;
- Analyze data and trends to identify emerging risks and areas for improvement in internal control processes; and
- Contribute to the development and implementation of risk management strategies and initiatives to enhance organizational resilience and sustainability.

The New York State Office of Temporary and Disability Assistance (OTDA) is looking for applicants who are seeking a rewarding career.

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 assistance to help pay for expenses; providing assistance to purchase food; helping to meet home energy needs; overseeing NYS's child support services; determining certain aspects of eligibility for Social Security Disability benefits; administering programs to help address homelessness in NYS; overseeing publicly funded shelters for families and adults; and implementing services for refugees.

Working for New York State:

As a New York State employee, you are afforded great fringe benefits totaling in excess of 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
- Paid Parental Leave
- Employee Assistance Program (EAP)
- Alternative Work Schedule Options

Conditions of Employment:

A full-time appointment will be made. This position is in the Exempt jurisdictional classification. A background check of the selected candidate will be required. Candidates must be legally authorized to work in the United States. This position may require up to 10% travel. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.

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 25-182 when submitting your application.**
- **If submitting electronically, please reference posting 25-182 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.