



55 Water Street, New York, NY 10041
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Teachers' Retirement System of the City of New York

Job Vacancy Notice

Civil Service Title: Administrative Retirement Benefit
Level: 00
Functional Title: Internal Auditor
Title Code: 8298C

Salary Range: \$58,700-\$80,000 (Annual)
Location: 55 Water St. NY, NY
Department: Internal Audit

Job Description:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

The Teachers' Retirement System of the City of New York (TRS) is a public pension fund that provides New York City educators with retirement, disability, and death benefits. TRS was established on August 1, 1917 and is one of the largest pension plan sponsors in the United States, with more than \$100 billion in assets and over 215,000 active and inactive members, retirees and beneficiaries.

Position Summary:

The successful candidate is a highly motivated, process-focused professional who will supervise, coach, and mentor less experienced members of the team and perform complex audits in a prompt and efficient manner. The candidate should enjoy interacting with people and should be a critical thinker with a skilled approach to asking questions and providing valued recommendations to the agency.

Responsibilities:

Essential/Primary Duties and Responsibilities:

- Perform walkthroughs and conduct risk assessment of the process subject to the audit in the established/required timeline using audit procedures necessary to meet audit objectives and in compliance with the International Professional Practices Framework (IPPF).
- Perform planning procedures, prepare workpapers, and draft reports to support recommendations within the appropriate timeframe.
- Evaluate internal controls and processes for effectiveness and efficiency, and make appropriate recommendations in alignment with the Agency's vision and risk appetite.
- Lead and conduct meetings with key stakeholders to provide status updates, conduct root cause analysis for any exceptions. Report to the chief audit executive regarding any key non-compliance issues, barriers and obstacles that may be hindering progress or meeting the project deadline.
- Determine effective uses of the ACL software (or other data analysis tools) that can be used to set up projects, begin analysis, examine, validate, and extract data for audit assignments.
- Supervise, coach, and mentor less experience members of the team, providing them with timely feedback to improve work product.

Preferred Skills:

Necessary Abilities:

- Ability to work under pressure, take initiative, set priorities, and meet deadlines
- Ability to work effectively with different personalities at all levels within the organization
- Ability to understand a business process and be able to provide value-added recommendations for process improvement
- Ability to manage through difficult and crucial conversations with strong emotional intelligence

Necessary Skills:

- Verbal Communication Skills
- Written Communication Skills
- Active Listening Skills
- Teamwork / Collaboration Skills
- Relationship Building Skills
- Negotiating Skills
- Critical and Analytical Thinking Skills
- Time Management
- Flexibility and Adaptability
- Judgment Skills
- Audit Skills
- Interpersonal Skills

Competencies:

- Effective Communications
- Drive for Results
- Analytical Thinking

Minimum Qualification Requirements:

1. A baccalaureate degree from an accredited college or university including or supplemented by 12 credits in mathematics, statistics, accounting, and/or actuarial science and four years of satisfactory full-time experience implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations, 18 months of which must have been in an administrative, managerial or executive capacity or supervising professionals implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations; or
2. An associate degree or 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and six years of satisfactory full-time experience as indicated in "1"; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and the 18 months of experience in a supervisory, administrative, managerial or executive capacity as described in "1" above.

Residency Requirements:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

EEO/Reasonable Accommodation and Diversity Statements:

At TRS we celebrate diversity and are committed to creating an inclusive environment for all employees. We are an Equal Opportunity Employer and do not discriminate based upon race, religion, color, national origin, ancestry, age, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

The Teachers' Retirement System of NYC offers reasonable accommodation during the application process for qualified individuals with disabilities. If you need assistance during the application or interview process and in completing new hire paperwork to accommodate a disability, please email requests to: HRInquiry@trs.nyc.ny.us. TRS also offers reasonable accommodation during employment in accordance with federal, state and local laws.

Qualified persons who have been certified as disabled and eligible to participate in 55-a program may apply. All applicants must meet the minimum qualification requirements.

To Apply: If interested, please apply using the following methods.

City Employees: Employee Self Service (ESS). www.nyc.gov/ess.

All Other Applicants: www.nyc.gov/careers/search.

Search for Job ID#: 528345

Dated: 4/8/2022 **Posted Until:** 5/8/2022