STATE OF NEW YORK  
DIVISION OF MILITARY AND NAVAL AFFAIRS  
330 OLD NISKAYUNA ROAD  
LATHAM, NEW YORK 12110

VACANCY ANNOUNCEMENT #19-19

CLOSING DATE: CONTINUAL UNTIL FILLED – RESUME REVIEW TO BEGIN JUNE 4, 2019

This position is not in the Classified Service of New York State, but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.

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<th>Title:</th>
<th>Director, Internal Audit</th>
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| Locations: | New York State Division of Military and Naval Affairs (DMNA):  
Latham Headquarters – number of vacancies – 1 |
| Salary Grade: | MC/NS |
| Salary Range: | Current Start Rate: $80,000 |
| Duties and Responsibilities: | Reporting directly to the Office of The Adjutant General, the Director of Internal Audit (DIA) oversees the agency’s internal audit program to comply with the Governmental Accountability, Audit and Internal Control Act – strengthening the agency’s internal controls. The DIA will develop, plan, and direct internal audits of specific agency programs or functions, and make recommendations for improvement to ensure agency goals and objectives are met.  

The DIA will oversee DMNA’s audit functions for state agency activities and activities relating to State Active Duty (SAD) operations. State activities encompass an agency workforce of approximately 400 employees with National Guard Army and Air facilities across New York state. SAD activities involve emergency and non-emergency missions in response to domestic operations as directed by the Governor.  

The position performs responsibilities in accordance with all current and amended, DMNA policies and procedures, federal and state statutes, and where applicable, the contract bargaining agreement and requirements of the National Guard Bureau (NGB), specifically the Master Cooperative Agreement (MCA) and supporting regulations. The position may report to state and/or federal supervisory personnel. This position is management/confidential and is not covered under labor contract provisions within the DMNA. |
DIA duties and responsibilities include, but are not limited to:

Under the DIA, the internal audit function will serve as an appraisal activity for reviewing the agency's operations to assure compliance with management policies and the effectiveness of internal controls. Internal audits must be conducted in conformance with generally accepted standards for internal auditing. The DIA will ensure compliance with all requirements to include IIA Guidance (Red Book) and the New York State Division of Budget (DOB) Budget Policy Reporting Manual (BPRM) directives for standards for internal auditing. Internal auditors have a professional duty to provide an unbiased and objective view. The DIA provides value by identifying weak areas through conducting audits and reviews and subsequently providing recommendations for improvement to management.

The DIA establishes procedures to develop and execute internal audit plans; defines internal audit timeframes; monitors organizational changes, government mandates, laws, rules, and regulations that may alter the internal audit plan; coordinates with and provides assistance to external auditors; identifies and documents the primary operating functions of the agency; reviews all agency programs, functions, and systems for adequacy and effectiveness; conducts analyses of risk assessment findings; directs the evaluation and final recommendation of agency policies and procedures; provides internal audit reports to management; formulates and implements plans of corrective action to address deficiencies; prepares annual audit plan for review and approval by management; provides training on internal audit policies to ensure an understanding of the audit process, standards, and goals; assists program managers in the development of systems of accounting and administrative controls; performs professional and managerial auditing in risk management, control, and governance; participates in committees and task forces geared towards operational improvement; attends various meetings, ensures agency compliance with provisions of the New York State Governmental Accountability, Audit and Internal Control Act; and prepares reports, briefings, and presentations for agency executive staff as requested. In conducting audits, the DIA examines source documents, records and reports relating to the activity under study; discusses administrative and operating practices with appropriate department personnel; and provides final evaluation and appraisal of operations for compliance with meeting established procedures effectively and efficiently. Performs other job duties as assigned.

**JOB REQUIREMENTS:**

- Requires a broad base of experience and skills. DIAs must have a working knowledge of professional auditing standards, statutes, goals and techniques of internal auditing and program evaluation.
- DIAs must have knowledge of governmental operations and be able to identify management, organizational and operating problems and to assess their implications.
• Must possess effective communication skills to articulate audit objectives, complex findings and audit recommendations in a clear, concise and convincing manner.
• Must have demonstrated abilities in supervision, training and evaluating employees.
• Must exhibit good interpersonal skills to deal effectively with management and staff.
• Extensive knowledge of government operations.
• Required to have or successfully complete within 90 days of receiving computer access: all computer based training for required data systems such as the Statewide Financial System (SFS).
• Experience in multi-tasking and prioritizing multiple deadlines.
• Ability to read and write in English.
• Must have working knowledge of computers to include use of electronic mail (e-mail), MSWord, Excel, PowerPoint and experience using database software.
• Must attend and complete additional training as required.
• Demonstrate reliability and trustworthiness.
• May require periodic travel.
• May require schedule modifications and additional hours to meet audit and operational requirements. Position is not overtime eligible.

Minimum Qualifications:

**MINIMUM QUALIFICATIONS**

A Bachelor’s Degree in a finance related field of study with a minimum of five (5) years of full time progressively responsible experience conducting or managing one or more of the following: audits, examinations or program reviews. Must have 2 years of full time supervisory experience.*

**PREFERRED QUALIFICATIONS** (beyond minimum 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, management or a field closely related to the agency's service sector.

**AND**

Must be at least 18 years old and have a High School Diploma or GED.

Must be able to read and write in English.

Must be familiar with and be able to independently use commonly utilized software programs such as Microsoft Word and Excel.
Must possess a valid driver’s license to operate a motor vehicle in the State of New York. Must report any changes to supervisory chain and State Human Resources (MNHS).

May be required to acquire and maintain a military driver’s license to operate military vehicles and equipment in accordance with NGB standards to include medical evaluation requirements – current and as amended.

Must be willing to travel to various locations within or outside of New York State. Various modes of travel may be utilized to include motor vehicle, plane, train or other available source.

Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as SFS and the Statewide Learning Management System (SLMS) and/or other computer training as related to duty assignments.

In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed - dependent on current regulation, a SECRET clearance may be required – especially at Air Bases when flight line access requires SECRET.

Upon hire must meet and maintain as necessary any and all New York State or Federal certification/license requirements. Should related regulations, procedures and requirements change, additional training and/or certifications may be required.

*Other combinations of education and work experience, including military, may be considered with a minimum combined total of nine (9) years of full time experience with at least two (2) years full time experience in a supervisory role. Candidate must demonstrate direct relevance to meet the job duty requirements noted above.

At all times, the employee MUST maintain minimum standards in accordance with current, and as amended, agency, statutory and NGB requirements and directives; failure to do so will subject the individual to disciplinary action, including possible termination.

NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Management for any further information regarding the position requirements.

How to Apply: To be considered for interview, submit a cover letter and resume. In e-mail subject line and cover letter indicate the title, location, vacancy.
announcement number of the position for which you are applying. Ensure to clearly note how you meet the minimum qualifications for the position. Please be certain to note any specific licenses or certifications in a skilled trade.

If you are a former public employee retired within New York State currently receiving benefits, indicate this and the name of the retirement system in your cover letter.

Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail.

E-mail to: ng.ny.nyarng.mbx.mnhs-job-posting@mail.mil
FAX to: (518) 786-4969
For Questions: (518) 786-4830

Mail to:
New York State Division of Military and Naval Affairs
State Human Resources Management
330 Old Niskayuna Road
Latham, New York 12110-3514
Attn: Classifications

POSITION WILL BE POSTED UNTIL FILLED.

VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

Subject of Interview:
ALL CURRENT PERMANENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE INTERVIEWED TO EVALUATE THEIR QUALIFICATIONS, TRAINING, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. THE REQUIREMENT TO PROVE QUALIFICATION SHALL REST WITH THE EMPLOYEE.

ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.

POSTED: May 20, 2019

STATE VACANCY ANNOUNCEMENT #19-19
New York State is an Equal Opportunity/Affirmative Action Employer.