

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

VACANCY ANNOUNCEMENT #25-57

CLOSING DATE: CONTINUAL UNTIL FILLED

VACANCY ANNOUNCEMENTS CAN BE CLOSED 15 DAYS AFTER THE ORIGINAL POSTING DATE

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.

Title:	Internal Auditor 1
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters – Directorate of Internal Controls – number of vacancies – 1
Salary Grade:	SG-18
Salary Range:	Current Start Rate: \$70,543* Job Rate: \$85,138 (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	Under the supervision of the Director Internal Audit or other appropriate professional or designated supervisor, Internal Auditors plan and conduct comprehensive internal audits of departmental programs to advise management whether established policies, practices and procedures are effectively and efficiently executed, to determine that assets and resources are efficiently utilized and adequately safeguarded, and to ensure that adequate internal controls exist and function properly. They prepare reports of reviews and appraisals of existing operating practices and recommend appropriate improvements where necessary. 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. Duties and responsibilities include, but are not limited to: • Evaluates and appraises agency's operations for financial, economic and programmatic efficiency and compliance with established standards, statutes, and regulations • Examines source documents, records and reports relating to the activity

under study

- Documents works in conformance with established standards
- Discusses administrative and operating practices with appropriate department personnel
- Evaluates and appraises operations for compliance with established procedures and evaluates procedures for effectiveness and efficiency
- Prepares reports and recommendations
- Assists in the preparation of official audit reports
- Assists in the development of audit procedures.
- Provides assistance to external auditors
- Reviews agency programs, functions, and systems for adequacy and effectiveness
- Conducts analysis of risk assessment findings
- Assists with agency investigations
- Assists with the formulation of plans of corrective action to address deficiencies
- May provide guidance and training on internal audit policies to ensure an understanding of the audit process, standards, and goals
- Participates in committees and task forces geared towards operational improvement.
- Ensures work is compliant with provisions of the New York State Governmental Accountability, Audit and Internal Control Act
- Attend meetings at various locations.
- Assists in the training and supervision of subordinate personnel.
- Periodic overtime may be required
- Periodic travel may be required to other facilities using various modes of transportation; to attend training; or other requirements related to duties as needed.
- Perform other job duties as assigned.

JOB REQUIREMENTS:

- Knowledge and experience in professional internal control and audit standards.
- Knowledge of applicable laws, rules and regulations.
- Knowledge of Federal, State and local agency operations and policies.
- Knowledge of government operations.
- Required to have or successfully complete within 90 days of appointment, all SFS training as related to purchasing, requisitions and reconciliation.
- Experience in multi-tasking and prioritizing multiple deadlines.
- Ability to train and supervise subordinates.
- Ability to perform tasks with minimal supervision.
- Ability to prepare written material in a clear and concise form.
- Ability to read and write in English.
- Ability to get along with and interact well with different groups of people, including co-workers and management comprised of both Federal and State personnel.
- Ability to organize and analyze facts, and to draw logical conclusions.
- Ability to provide direction and training to staff in effective personnel

	procedures. • Ability to review and understand complex and lengthy documents while at the same time proofread and make editing recommendations. • Ability to communicate effectively verbally and in writing. • Must have strong organizational skills. • 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. • Good verbal and written communication skills. • May require periodic travel to state and federal facilities throughout the state. • May require overtime.
Minimum Qualifications:	Bachelor's degree in accounting, business administration, business management, computer science, computer information systems or related information technology field, criminal justice, economics, engineering, finance, mathematics, public administration, public or community health, public policy, political science or statistics with a minimum of two (2) years of qualifying full-time experience in conducting internal audits or program research, review and appraisal.* OR Designation as a Certified Internal Auditor (CIA) by the Institute of Internal Auditors* 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, GFEBS

and the Statewide Learning Management System (SLMS) and/or other computer training as related to duty assignments. Should related regulations, procedures and requirements change, additional training and/or certifications may be required.

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 regulations or statutes require additional recertification or training in the future, employee will be required to meet such additional training requirements.

*Other combinations of education and work experience, including military, may be considered with a minimum combined total of six (6) years of full-time experience and education. Full-time experience must demonstrate direct relevance to the job duties and abilities 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 an interview, please submit your cover letter and resume to one of the following:

BY E-MAIL (PREFERRED METHOD):

Send to: nq.ny.nyarnq.mbx.mnhs-job-posting@army.mil

Subject line to say: Job Title and Location

BY MAIL:

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

BY FAX:

(518) 786-6085

Fax Cover sheet to say: Job Title and Location

	In your submission, please be sure to indicate <u>what position and location you are applying to</u>. Ensure to <u>CLEARLY note how you meet the minimum qualifications</u> for the position. Be sure to include any specific licenses and/or certification in a skilled trade. <u>Vagueness and omissions will not be resolved in your favor.</u> For questions, please reach out to State Human Resources at (518) 786-4830 This vacancy announcement will be posted until filled. Vacancy announcements can be closed 15 days after the original posting date listed below.
Subject of Interview:	ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. 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: OCTOBER 2, 2025	

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New York State is an Equal Opportunity/Affirmative Action Employer.