

DEPARTMENT OF ECONOMIC DEVELOPMENT

Vacancy Announcement

Position Title: Senior Auditor

Due Date: 4/17/14

Grade: SG-18

Salary Range: \$52,293 - \$66,494

Negotiating Unit: 05

Appointment Type: Contingent Permanent

Jurisdictional Class: Competitive Class

Department: Economic Incentives

Location: 633 3rd Avenue

New York, NY 10017

Responsibilities:

Incumbent will review and audit applications submitted for the Empire State Film, Post and Commercial Incentive Programs.

General Duties will be as follows:

- Monitor and Manage flow of applications submitted from television, post and commercial production companies
- Manage data from initial and final applications using a program database
- Review and analyze complex film and television budgets central to each application
- Audit final applications, general ledgers and similar production documents to ensure compliance with program requirements
- Perform project management including closing of project and issuance of tax credit certificates
- Prepare reports, spreadsheets and analysis of data collected from the program
- Provide producers and production accountants with ongoing technical assistance concerning program requirements via phone and email

Additional Skills Required:

- Proficient in Microsoft Excel, Word and Access;
- Strong interpersonal, communication and organizational skills with exceptional customer service skills
- Ability to interact effectively with people at all levels professionally
- Excellent analytical, oral and written communication skills
- Detail oriented with the ability to multi-task
- Ability to work independently and maintain confidentiality at all times

Minimum Requirements:

Candidates must be reachable on the current Civil Service list, or be eligible to transfer, OR,

Candidates must have permanent status as a Senior Internal Auditor, Grade 18, and be eligible for lateral transfer; OR be eligible to transfer via Section 52.6 of the Civil Service Law to the Senior Internal Auditor title. Section 52.6 allows individuals who are in a title that is designated as 52.6 (administrative title) and who have one year of permanent, competitive service in a 52.6 title that is within two salary grades of a Senior Internal Auditor as eligible for transfer; OR be eligible for transfer via Section 70.1 of Civil Service Law. Section 70.1 allows a permanent competitive employee, with at least one year of service in an appropriate title, to transfer where the essential duties and qualifications are similar.

Contact Information:

Contact Name: Michelle Pemberton

Address: NYS Department of Economic Development

Human Resources Office

625 Broadway

Albany, NY 12245

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Additional: Please forward cover letter and resume to email address above. (*New York State is an equal opportunity/affirmative action employer.*)

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4/03/14