

VACANCY NOTICE

AGENCY: NYC OFFICE OF THE COMPTROLLER
TITLE: STAFF AUDITOR
SALARY: \$40,000 +
LOCATION: FINANCIAL AND MANAGEMENT AUDIT
PERIOD: RESUMES ACCEPTED CONTINUOUSLY

DUTIES:

The Office of the Comptroller seeks motivated, organized and detailed-oriented individuals to serve as Staff Auditors. Duties include, but are not limited to, the following:

- Conduct financial and performance audits of City agencies, including programs and activities funded by the City and private entities with City contracts.
- Evaluate systems of internal control, management and operation for effectiveness and efficiency.
- Participate in conducting surveys and other research for audits, reviews or special projects as well as verify the correctness of data.
- Develop and complete audit plans including drafting memos, letters and reports that reflect audit activities and findings.

QUALIFICATION REQUIREMENTS:

BA, BS, MPA, or MBA from an accredited college, preference for majors in accounting, management, business, economics, public administration, statistics or related field; however, all majors considered.

Excellent analytical, writing, communication and interpersonal skills are essential.

Interested candidates may submit **two copies** of their resume and cover letter, in confidence to:

**New York City Office of the Comptroller
Personnel Division # 06-46**

**One Centre Street – Room 710
New York, New York 10007**

OR

**Email a copy of their cover letter and resume with the vacancy number in the
subject line to: Recruitment@comptroller.nyc.gov**

Equal Opportunity Employer M/F/H/V

Certain residency requirements may apply.

**While we appreciate every applicant's interest, only those under consideration will
be contacted.**