

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Technical Writer/Project Coordinator
Salary:	\$65,000 - \$ 80,000
Bureau/Division:	Bureau of Accountancy/Directives Unit
Period:	March 24 2014 – April 13, 2014

JOB DESCRIPTION

The Bureau of Accountancy (BOA) is responsible for all aspects of the City's accounting and financial reporting. It oversees the City's accounting operations throughout the year and prepares the Comptroller's Comprehensive Annual Financial Report (CAFR) each year as required by the New York City Charter, which contains the City's official, audited financial statements. These financial statements are also included in the City's Official Statements prepared in conjunction with the City's issuance and sale of debt.

Under the direction of the Deputy Comptroller for Accountancy and working with BOA's Directives Unit, with latitude for independent judgment, the position's responsibilities include, but are not limited to, the following:

- Coordinates, plans and implements BOA initiatives, including but not limited to the revision and updating of the Comptroller's Directives with the Directives and Policy Unit of the Bureau, including:
 - Strategic planning of the Directive Initiative and coordination of BOA efforts and participation by other bureaus and City agencies in the Initiative;
 - Organizes and prepares materials for Directive's Taskforce meetings, briefing materials for Comptroller's Office Executive Staff;
 - Drafts and edits language for Directives and related documents.
- Develops and maintains computerized tracking tools of BOA initiatives and other activities;
- Writes proposals and narrative documents related to BOA initiatives and other activities, and edits narrative drafted by others;
- Develops training and briefing materials, project descriptions and other documents for internal and/or external usage and distribution;
- Establishes and maintains cooperative relationships with others in BOA, key liaisons with other Bureaus and other City Agencies and external parties as needed;
- Performs related assignments or special projects requiring technical research and writing as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

- A BA/BS degree from an accredited college and four (4) or more years of full-time experience as a researcher, writer or editor of technical, financial or business documents and reports.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated excellence in technical writing and editing.
- Project management experience and knowledge of accounting and internal controls.
- Excellent interpersonal, written and oral communication skills (includes Microsoft Office Suite proficiency).

TO APPLY, GO TO:

Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply.

We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: March 24, 2014	POST UNTIL: April 13, 2014	JVN: <u>015/14/012</u>
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The NYC Comptroller's Office is an Equal Opportunity Employer