

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Staff Auditor
Salary:	\$40,500 - \$44,048
Bureau/Division:	Bureau of Audit
Period:	April 25, 2014 – Continuous Recruitment

JOB DESCRIPTION

The Bureau of Audit seeks motivated and detail oriented individuals to serve as entry level auditors to fill positions that may be available throughout the year. The Bureau is responsible for conducting audits and other analyses of City-funded operations in accordance with the New York City Charter. The Bureau performs two types of audits: Performance Audits and Financial Audits. Performance audits are of City agencies as well as private organizations, public entities, and contractors doing business with the City. Financial audits are of public and private entities that receive City funds as well as private organizations operating concessions and franchises on City-owned property.

Responsibilities include, but are not limited to, the following:

- Conducts financial and performance audits of City agencies, including programs and activities funded by the City and private entities with City contracts, according to generally accepted government auditing standards;
- Evaluates systems of internal controls, management and operational efficiencies, and effectiveness;
- Participates in the conduct of surveys and other research activities for audits, reviews or special projects; verifies the correctness of data and information;
- Develops and completes audit plans including the drafting of memos, letters and reports that reflect audits activities and findings, and
- Performs related work.

MINIMUM QUALIFICATION REQUIREMENTS

- BA/BS degree from an accredited college, including or supplemented by 24 semester credits in accounting, including one course each in advanced accounting, cost accounting and auditing (for placement in Financial Audits or Performance Audits); **or**
- BA/BS degree from an accredited college (for some placements in Performance Audits.)

Please see subsequent notes on preferred skills in addition to minimum qualifications.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Knowledge of generally accepted accounting principles, as well as some exposure to financial statement analysis expected.
- Fundamental understanding of New York City's governing structure and agencies is a plus.
- Concentrated coursework in public or business administration, management, political science, urban studies or related areas are preferred fields for some Performance Audit placements.
- Sound writing skills, as well as interpersonal, and organizational skills (including Microsoft Office Suite proficiency) are essential.

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: April 25, 2014	POST UNTIL: Continuous Recruitment	JVN: <u>015/14/014</u>
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The NYC Comptroller's Office is an Equal Opportunity Employer