

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>First Assistant Comptroller, Audit</b>
<b>Salary:</b>	<b>\$155,000 - \$175,000</b>
<b>Bureau/Division:</b>	<b>Audit</b>
<b>Period:</b>	<b>September 30, 2014 - Until Filled</b>

### JOB DESCRIPTION

The Audit Bureau (Bureau) of the New York City Comptroller's Office is responsible for conducting audits, investigations and other analyses of City-funded operations in accordance with the New York City Charter to reduce the cost of City government and improve the quality of government services. The Bureau, comprised of 150 employees, performs performance and financial audits of City agencies as well as private organizations, public entities, and contractors doing business with the City, as well as private organizations operating concessions and franchises on City-owned property.

Reporting directly to the Deputy Comptroller of Audit, with very wide latitude for independent judgment, the position will have significant responsibility for ensuring the operational effectiveness and efficiency of the Bureau.

Duties include, but are not limited to the following:

- Undertakes the lead role in the coordination of the Bureau's full audit and investigations portfolio from inception through submission of the final report;
- Monitors overall status of Bureau activities, assists with training, identifies potential problem areas or issues and effects corrective action;
- Sets and reviews goals, schedules and deadlines for the completion of audit and other assignments; coordinates and oversees Bureau managers on meeting established goals;
- Reviews and edits audit reports and recommendations based on audit outcomes and findings, consistent with generally accepted government auditing standards;
- Maintains open communication with management and communicates Bureau activities, audit status and findings to the Deputy Comptroller and First Deputy Comptroller; and
- Performs other related management assignments as directed.

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## MINIMUM QUALIFICATION REQUIREMENTS

- BS/BA degree in accounting, finance, business or a related field from an accredited college or university, and eight (8) or more years of progressively responsible experience as an auditor, financial manager or corporate compliance officer in a financial services organization or in a complex government auditing practice setting or a closely related business or prosecutor's office; at least 18 months of which must have been in an administrative, managerial or executive capacity supervising a staff performing auditing or accounting work or financial investigations; **or**
- JD or Master's degree in accounting or finance (or business with a concentration in accounting or finance) or CPA, or a closely related field from an accredited college or university and six (6) or more years of experience as detailed above, including the supervisory/administrative requirement listed above.

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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated success in the coordination and control of large and complex auditing or accounting settings in a senior or executive capacity.
- Demonstrated knowledge of and application of generally accepted auditing standards.
- Ability to communicate effectively orally and in writing.

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## TO APPLY, GO TO:

Employment Opportunities at [www.comptroller.nyc.gov](http://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.**

<b>POSTING DATE:</b> 09/30/2014	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/015/011
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**The NYC Comptroller's Office is an Equal Opportunity Employer**