

REVISED MINIMUM QUALIFICATION REQUIREMENTS

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Government Accounting Auditor (Various Positions)
Salary:	\$49,389 - \$56,797
Bureau/Division:	Bureau of Accountancy (Various Divisions)
Period:	February 24, 2015 – Until Filled

JOB DESCRIPTION

The Bureau of Accountancy seeks motivated and detail oriented individuals with strong communication skills to fill various openings available within the Bureau.

Under the direction of a Unit/Division Chief, responsibilities may include, but are not limited to, the following:

- Assists in the preparation of the City's annual financial statements, and examines books of accounts and related records to determine compliance with Governmental Accounting Standards;
- Conducts monthly audits of agency bank account reconciliations and provides agency officials with recommendations for improvement;
- Verifies correctness of agency expenditures to ensure compliance with generally accepted accounting principles to determine whether the criteria to be charged back to the prior budget fiscal year is met;
- Evaluates and reviews agency contracts to determine whether the contract objectives meet the criteria for using City capital funds, and ensure that the fixed asset related to the project is accurately reported;
- Prepares worksheets or reports reflecting examinations made or findings noted and discusses them with the affected City agency;
- Assists in various special projects, which may include the evaluation of internal controls using statistical sampling techniques, financial analyses, and other data; and
- Performs other related work, special studies or assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in accounting, including one course in each of the following: advanced accounting, auditing, and cost accounting; and one of the following:

1. One year of full-time satisfactory experience in management auditing, financial auditing, and/or information technology (IT) auditing; or
2. Two years of full-time satisfactory experience in financial or managerial accounting; or
3. A valid Certified Public Accountant license issued by the New York State Education Department; or
4. A valid Certified Internal Auditor certificate issued by the Institute of Internal Auditors (IIA).

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Excellent interpersonal, communication, accounting and organizational skills (includes Microsoft Office Suite proficiency);
- Knowledge of generally accepted accounting principles, as well as some exposure to financial statement analysis expected.
- FMS Accounting experience preferred, but not required.

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: February 24, 2015	POST UNTIL: Until Filled	JVN: 015/015/041R
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The NYC Comptroller's Office is an Equal Opportunity Employer