

## **NYC OFFICE OF THE COMPTROLLER**

### **JOB VACANCY NOTICE**

<b>Title:</b>	<b>Audit Editor</b>
<b>Salary:</b>	<b>\$70,000 - \$90,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Audit</b>
<b>Period:</b>	<b>August 18, 2016 — Until Filled</b>

### **JOB DESCRIPTION**

The Bureau is responsible for conducting audits and other analyses of City-funded operations in accordance with the New York City Charter and generally accepted government auditing standards. The audit work of the Bureau results in the issuance of public reports and is conducted by three units: Financial Audit, Management Audit and Audits and Special Reports.

Under the direction of the Deputy Comptroller for Audit, the Audit Editors' responsibilities include the following:

- Supervise and coordinate the audit production process, ensuring that audits are closely tracked through every stage from initial to final release and schedules are revised as needed;
- Work closely with audit teams to ensure that findings are clearly stated in reports;
- Edit all audit reports in draft stage, including rewriting as needed, clarifying and reorganizing text;
- Ensure stylistic consistency on all reports, making any necessary changes to conform to bureau style;
- Proofread all audit reports in final stage, correcting any typos, inconsistencies or mislabeling;
- Perform other writing and reporting projects and other related editorial work as needed, or as assignments may require.

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### **MINIMUM QUALIFICATION REQUIREMENTS**

A BA/BS degree and four (4) or more years of full-time professional experience as an editor and/or writer in a business journalism, news or feature reporting capacity.

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### **PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- Demonstrated experience in rewriting and streamlining complex fact-specific material;
- Excellent written and verbal communication skills, including experience writing draft reports, business letters, and memoranda;

- Demonstrated ability to manage and successfully oversee an editorial production process;
- Excellent interpersonal and organizational skills (includes proficiency with Microsoft Office Suite)

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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> <b>August 18, 2016</b>	<b>POST UNTIL:</b> <b>Until Filled</b>	<b>JVN:</b> <b>015/017/009</b>
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**The NYC Comptroller's Office is an Equal Opportunity Employer**