

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Executive Assistant (Audit Bureau)</b>
<b>Salary:</b>	<b>\$50,000 - \$70,000</b>
<b>Bureau/Division:</b>	<b>Audit</b>
<b>Period:</b>	<b>August 18, 2016 - Until Filled</b>

### JOB DESCRIPTION

The Audit 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 Executive Assistant will be responsible for performing administrative and support functions for the Deputy Comptroller for Audits.

Candidate must be capable of exercising independent judgement and maintaining confidentiality related to matters requiring handling of sensitive information. This position requires exceptional administrative skills and is ideal for a self-starter who can work both independently and in collaboration with others.

The Executive Assistant's responsibilities include the following:

- Organizes and manages the office, schedules executive meetings and prepares agendas;
- Performs daily administrative tasks, including maintaining the Outlook calendar, prioritizing appointments, answering phones, responding to inquiries and scheduling appointments and managing meeting calendars;
- Coordinates the production, release and distribution of audits and other reports produced by the Audit Bureau, proofreads reports and related documents as necessary;
- Manages/drafts correspondence, edits internal and external memos, bureau-wide announcements, and public outreach materials;
- Maintains and organizes records, and tracks and responds to email correspondence;
- Prepares reports, compiles spreadsheets and maintains statistics for all ongoing Audit Bureau projects and ensures that all plan deadlines are met and that projects are completed in a timely manner;
- May supervise other clerical staff engaged in performing any or all of the above-mentioned duties; and
- Performs other related assignments as required.

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### MINIMUM QUALIFICATION REQUIREMENTS

- A baccalaureate degree from an accredited college and three (3) or more years of experience in performing professional and administrative tasks in the areas mentioned above, **or**
  - A satisfactory equivalent of education and experience mentioned above.
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### PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Outstanding verbal and written communication skills and expertise in Microsoft Office Suite applications (MS Word, PowerPoint, Excel and Access).
  - Excellent time management and organization skills and the ability to handle multiple projects simultaneously.
  - Experience in assisting senior executives in a large public or private organization.
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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> August 18, 2016	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/017/008
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**The NYC Comptroller's Office is an Equal Opportunity Employer**