

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

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| Title: | Investigative Analyst |
| Salary: | \$50,000 - \$60,000 |
| Bureau/Division: | Audit Bureau / Research and Investigations |
| Period: | April 25, 2017 – Until Filled |

JOB DESCRIPTION

The Research and Investigations Unit (“R&I”) of the Bureau of Audit investigates and analyzes City-funded operations in accordance with the New York City Charter. R&I is seeking an exceptional candidate for an Investigative Analyst position who is capable of exercising independent judgment and maintaining confidentiality of documents and sensitive information.

Under the direction of the Director of Research and Investigations, the Investigative Analyst’s duties and responsibilities include, but are not limited, to the following:

- Work with and support R&I team on investigations relating to City finances, contracts, funds, and potential fraud and wrongdoing related to City government operations;
 - Support information gathering queries and perform statistical analyses using advanced statistical software programs to identify patterns and trends of financial risk and/or fraud;
 - Work with different databases and various types of software, and manipulate large data sets to perform investigative and other types of analyses; develop, update, and maintain related databases and Excel spreadsheets;
 - Provide technical assistance to support ongoing investigations of a broad range of matters reflecting the scope and complexity of City government including collecting and analyzing data from financial and policy related documents and entering, reviewing, and managing data and material obtained through information requests and subpoena;
 - Create powerful extracts and graphics for public reports and presentations; and,
 - Perform other related duties and functions as may be required.
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MINIMUM QUALIFICATION REQUIREMENTS

- BA/BS degree from an accredited college or university and at least two (2) years of full-time investigative experience involving organizing and analyzing of complex data to identify financial risk/fraud in a large government setting, research organization or a business entity; or
- Education and/or experience equivalent to "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Significant experience with Excel, databases and software applications is strongly preferred;
 - Ability to work with a variety of software applications for data analysis and graphing (ACL, SQL or Access knowledge is a plus);
 - Experience in pooling data from disparate sources and creating data dashboards and data warehouses is ideal;
 - Understanding of New York City's governing structure and agencies, and,
 - Must demonstrate strong written and verbal communication skills and the ability to take initiative and work collaboratively.
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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.

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| POSTING DATE: April 25, 2017 | POST UNTIL: Until Filled | JVN: 015/017/072 |
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