

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Executive Assistant
Salary:	\$50,000 - \$70,000
Bureau/Division:	Bureau of Audit/Executive
Period:	September 30, 2014 – Until Filled

JOB DESCRIPTION

The Executive Assistant will be responsible for performing administrative and support functions for the Deputy Comptroller of Audits of the New York City Comptroller's Office.

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

Responsibilities include, but are not limited to, the following:

- Organizing and managing the office, scheduling executive meetings and preparing agenda, as well as attending meetings to record and distribute minutes;
- Performing daily administrative tasks, including maintaining the Outlook calendar, prioritizing appointments, answering phones, responding to inquiries and scheduling appointments and managing meeting calendars;
- Coordinating the production, release and distribution of audits and other reports produced by the Bureau;
- Managing/drafting correspondence including editing internal and external memos, bureau wide announcements, and public outreach materials; maintaining and organizing records, tracking and responding to email correspondence;
- Preparing reports, compiling spreadsheets and maintaining statistics for all ongoing Audit Bureau projects and ensuring that all plan deadlines are met and the projects are completed in a timely manner;
- May supervise other clerical staff engaged in performing any or all of the above mentioned duties, and
- Performing other related assignments as required.

QUALIFICATION REQUIREMENTS

- A baccalaureate degree from an accredited college and four (4) or more years of experience in performing professional and administrative tasks in the areas mentioned above, **or**

- An associate degree or 60 semester credits from an accredited college and five (5) years of satisfactory, full-time progressively responsible experience in the areas mentioned above, **or**
- A four-year high school diploma or its educational equivalent and six (6) years of satisfactory, full-time progressively responsible experience in the areas mentioned above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Stellar verbal and written communication skills and expertise in Microsoft Office Suite applications (MS Word, PowerPoint and Excel).
- 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.

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: 09/30/2014	POST UNTIL: Until Filled	JVN #: 015/015/012
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The NYC Comptroller's Office is an Equal Opportunity Employer