

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Audit Engineer
Salary:	\$80,000 to \$90,000
Bureau/Division:	Audit / Engineering
Period:	February 24, 2015 – Until Filled

JOB DESCRIPTION

The Audit Bureau's engineering division includes professionals with engineering backgrounds who conduct engineering related audits of City agencies' construction and capital programs, activities, and contracts. The Bureau is seeking a professional with experience in the fields of engineering, project or construction management for an Audit Engineer position.

Under the direction of the Audit Manager, Engineering Division, duties and responsibilities of the Audit Engineer include, but are not limited to, the following:

- Conduct research and analysis of agencies' construction, capital programs, and engineering contracts compliance;
- Assist in developing audit plans and audit programs;
- Review and conduct tests of internal controls related to project management operations;
- Ensure audit work is conducted in compliance with government auditing and professional engineering standards;
- Perform construction estimates, and review building drawings and specifications;
- Prepare audit working papers, memos, letters and draft audit reports;
- Conduct physical observation and inspections of work sites;
- Interact with senior level personnel within the City government as well as private construction firms, consultants and legal firms;
- Perform other related work and assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's degree in engineering, architecture or a closely related field and six (6) or more years of satisfactory experience in project management, engineering or a closely related field including planning, administering and overseeing of engineering projects.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- A valid New York State Professional Engineer's or Registered Architect license;
- Exposure to NYC construction contracts and cost estimating;
- Excellent analytical writing, presentation, communication, and organizational skills including Microsoft Office Suite proficiency.

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: 015/015/042
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The NYC Comptroller's Office is an Equal Opportunity Employer