

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Audit Engineer</b>
<b>Salary:</b>	<b>\$83,500 - \$105,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Audit and Investigation/ Engineering</b>
<b>Audit Period:</b>	<b>October 6, 2020 – Until Filled</b>

### JOB DESCRIPTION

The Bureau of Audit (Bureau) is responsible for conducting audits and other analyses of City-funded operations in accordance with the New York City Charter. The Bureau's Engineering Audit division includes professionals with engineering, architectural, construction and accounting backgrounds who conduct engineering performance audits of City agencies' construction and capital programs, activities, and contracts.

The Bureau is seeking to hire a highly motivated professional with experience in the fields of engineering, architectural, and project or construction project management for the Audit Engineer position. Under the direction of the Audit Manager/Audit Supervisor, Engineering Audit Division, duties and responsibilities of the Audit Engineer include, but are not limited, to the following:

- Undertake research and risk assessment of City agencies' engineering programs, contracts and capital projects from inception to close-out. Conduct research and prepare reports on existing City, State, and Federal rules and regulations, local laws, and/or similar practices in other government jurisdictions;
- Develop audit plans, and audit programs with relevant tests and schedules;
- Conduct performance audits in compliance with the Bureau procedures and government auditing standards, prepare audit documentation including memos, analyses, and draft audit reports detailing audit findings and recommendations;
- Perform engineering analyses, and evaluate written, testimonial evidence and field-observed data. Entails inquiries, contract interpretation, trend analyses, schedule and cost overrun impact studies, cost estimating, field-inspections, review and evaluation of plans, drawings, specifications, and other relevant project documentation;
- Interact with various levels of personnel of the City as well as private construction and consultant firms; and,
- Perform other related work and assignments including supervision of one or more projects as may be required.

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## MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's degree in civil, mechanical, electrical, or chemical engineering or a closely related field, and six (6) or more years of full-time paid experience in engineering work, planning, administering or expediting of engineering design and/or construction, or coordinating a very large engineering project; at least two (2) or more years of this experience must have been in an administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above.

Graduate degree from an accredited college/university in engineering or a closely related field or may be substituted for one year of full-time experience in engineering.

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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- A valid Professional Engineer's or Registered Architect license;
  - A valid Certified Internal Auditor (CIA) or Certified Fraud Examiner (CFE) certification;
  - Excellent analytical, detail-oriented, interpersonal, writing, presentation, communication, organizational and project management skills;
  - Strong data analytics skills;
  - Familiarity with NYC infrastructure including maintenance requirements, Codes, Laws, Directives, construction contracts, contract administration practices, and performance measures;
  - Project management practices, Microsoft Office Suite proficiency and experience with project management and audit management/GRC software; and,
  - Familiarity with City systems such as FMS, PASSPort, APT, OAISIS, etc.
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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> October 6, 2020	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/020/061R
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**The NYC Comptroller's Office is an Equal Opportunity Employer**