

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

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| Title: | Auditor - Labor Law |
| Salary: | \$46,747 - \$53,759 |
| Bureau/Division: | Bureau of Labor Law / Audit |
| Period: | July 23, 2018 – Until Filled |

JOB DESCRIPTION

The Bureau of Labor Law in the Office of the New York City Comptroller seeks a motivated, organized and detail-oriented individual to fill the position of Labor Law Auditor. The Bureau performs compliance investigations and payroll audits of employers subject to prevailing wage, living wage and minimum average hourly wage laws. The Bureau often assesses unpaid wages and benefits with interest and civil penalties against these employers for workers in various job titles in construction, building service, and other fields of employment under Articles 8 and 9 of the NYS Labor Law, sections 6-109 and 19-142 of the NYC Administrative Code, and section 421-a of the NYS Real Property Tax Law.

Labor Law Auditor will assist the Bureau primarily in performing payroll audits under the supervision of the Director of Audits. Duties include, but are not limited to, the following:

- Prepares spreadsheets in Microsoft Excel comprising audits of prevailing wage and benefit underpayments with summary of underpayment, based upon evidence and instructions provided by investigators and attorneys, as directed by management, in a timely manner;
- Reviews source documents, performs calculations; performs reconciliations; reviews and verifies accuracy of reports; and prepares data in spreadsheet form;
- Undertakes difficult and responsible computations; applies statistical techniques in the examination and analysis of complex financial data; prepares worksheets or reports reflecting examinations made or findings noted, and prepares summaries;
- Uses Financial Management System (FMS) database to withhold and release contract funds on pending prevailing wage investigations, and review payment information;
- Under the supervision of the Director of Audits, works independently on assignments and works with claims specialists as well as attorneys assigned to specific claims alleging prevailing wage violations. Assists in various special projects for the Bureau;
- Works extensively with investigators and attorneys to prepare for hearings and trials at the NYC Office of Administrative Trials and Hearings; may serve as a witness for the Comptroller regarding audits in these cases; and,
- Performs other related assignments or special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in accounting, including one course each in advanced accounting and auditing; **or**
2. A valid New York State Certified Public Accountant license.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Some experience and/or exposure to prevailing wage audits and/or investigations;
 - Excellent interpersonal and organizational skills required;
 - Proficiency in Microsoft Excel and working knowledge of other Microsoft Office products is must;
 - Self-motivated with the ability to prioritize, meet deadlines and manage changing priorities.
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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: July 23, 2018 | POST UNTIL: Until Filled | JVN: 015/019/010 |
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The NYC Comptroller's Office is an Equal Opportunity Employer