

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Editor
Salary:	\$65,000 - \$80,000
Bureau/Division:	Bureau of Audit
Period:	June 3, 2022 — Until Filled

JOB DESCRIPTION

The Audit Bureau of the New York City Comptroller's Office is responsible for conducting audits, investigations, and other analyses of City-funded operations in accordance with the New York City Charter and generally accepted government auditing standards. The Bureau performs performance and financial audits of City agencies as well as private organizations, public entities, and contractors doing business with the City, as well as private organizations operating concessions and franchises on City-owned property to meet its mission of promoting efficient City government, improving the quality of government services, and maintaining the integrity of City operations.

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

Under the direction of the Supervising Editor, responsibilities of the position include, but are not limited to, the following:

- Review, edit and proofread Bureau reports and other documents as needed. This will include audit reports, special reports, reports of investigations, and position papers;
- Ensures that reports have a consistent voice and tone, and comply with established templates and standards for audit reports, are in plain English, appropriate to the audience and grammatically correct;
- Reviews and edits reports to make sure they are clear, impactful, and accurately convey the results of audits, investigations, special projects, and the research conducted.
- Assesses complex analysis and conclusions contained in the reports to ensure conclusions are logical and consistent with facts presented;
- Performs all required edits within established timeframes;
- Collaborates with auditors and other staff to ensure final product meets established criteria;
- Works concurrently on multiple assignments in a deadline driven environment; and,
- Performs other related functions, editorial work and writing, as needed.

MINIMUM QUALIFICATION REQUIREMENTS

1. A BA/BS degree and three (3) or more years of progressively responsible experience as an editor or a report writer in a complex governmental, financial, academic, legal or research setting; or,
 2. Education and/or experience equivalent to "1" above.
-

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Prior experience of editing essential, ideally in the context of auditing and/or policy writing;
 - Demonstrated experience working with complex or technical subject matter;
 - Working knowledge of appropriate style guides;
 - Knowledge of New York City government operations is ideal.
 - Demonstrated ability to work under pressure is expected;
 - Excellent interpersonal, organizational and time management skills;
 - Proficiency with Microsoft Office Suite.
-

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Note: We appreciate every applicant's interest; however, only those under consideration will be contacted. Certain residency requirements may apply. Under Executive Order 75, all new City employees are subject to mandatory vaccination requirements. Vacancy notices listed as "Until Filled" will be posted for at least five workdays.

POSTING DATE: June 3, 2022	POST UNTIL: Until Filled	JVN: 015/022/093
--------------------------------------	------------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer