

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Research Analyst
Salary:	\$50,000 - \$60,000
Bureau/Division:	Audit Bureau / Research and Investigations
Period:	January 26, 2017 – Until Filled

JOB DESCRIPTION

The Research and Investigations Unit (“R&I”) of the Bureau of Audit investigates and analyzes City-funded operations in accordance with the New York City Charter. R&I is seeking an exceptional candidate for a Research Analyst position who is comfortable working with a variety of applications and data sets and is capable of exercising independent judgment and maintaining confidentiality of documents and sensitive information. Under the direction of the Director of Research and Investigations, the Research Analyst’s responsibilities include, but are not limited to:

- Research and prepare concise, factual, data-driven reports on a broad range of matters reflecting the scope, complexity, and impact of City government;
 - Support the R&I team on investigations relating to City finances, contracts, funds, and potential fraud and wrongdoing;
 - Develop, update, and maintain databases and Excel spreadsheets; utilize analytical and statistical software to identify patterns and trends; create powerful extracts and graphics for public reports and presentations;
 - Enter, review, and manage data and material obtained through information requests and subpoenas; and perform administrative tasks; and,
 - Perform other related duties and functions as may be required.
-

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college or university and at least two (2) years of full-time research experience involving the gathering, organizing and analyzing of complex data in a large government setting, research organization or a business entity; or
 2. Education and/or experience equivalent to "1" above.
-

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated ability working with a variety of software applications for data analysis and graphing is strongly preferred;
- Previous experience handling and maintaining sensitive/confidential data is ideal;
- Strong quantitative skills and experience analyzing complex data sets including expertise in Microsoft Excel; knowledge of ACL and Tableau knowledge is a plus;

- Strong research skills, attention to detail, and excellent oral and written communication skills including proficiency in Microsoft Office Suite;
- Ability to take initiative, prioritize assignments, meet deadlines and work collaboratively; and,
- Fundamental understanding of New York City's governing structure and agencies is ideal.

Note: Cover letter should detail the possession of preferred skills.

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: January 26, 2017	POST UNTIL: Until Filled	JVN: 015/017/054
--	------------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer