

City of New York
BUSINESS INTEGRITY COMMISSION
Job Vacancy Notice

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| Civil Service Title: COMMUNITY ASSOCIATE | Level: 00 |
| Title Code No: 56057 | Salary: \$50,000 - \$57,655 |
| Office Title: Senior Investigative Analyst | Work location: 100 Church St., New York, NY |
| Division/Work Unit: Audit | Number of Positions: 1 |

Job Description

Under supervision, the candidate will prepare evaluation reports, perform analysis, and review data such as financial records including balance sheets, income statements, statements of cash flow, financial ledgers and other such records; make recommendations on complex problems; enforce the agency's rules and regulations; and perform other audit related functions in connection to community education regarding commercial waste removal services and wholesale markets.

Qualification Requirements

- 1 A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or supplemented 24 semester credits in accounting, including one course each in advance accounting, auditing, and cost accounting; one year of full time experience in financial auditing is preferred
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or

Essential Skills

- * Excellent working knowledge in computer applications such as Microsoft Excel and Microsoft Word, knowledge of Microsoft Access a plus.
- * Strong oral and written communication skills, including the ability to write reports.
- * Self-motivated.
- * Strong organizational skills.
- * Ability to analyze factual and statistical data, excellent problem solving skills, and the capacity to organize and present thoughts in a logical manner.
- * Knowledge of Federal, State, and Local tax laws and regulations, and GAAS are required.
- * Experience in conducting white-collar criminal investigation involving fraud and corruption.
- * Ability to analyze factual and statistical data, excellent problem solving skills, and the capacity to organize and present thoughts in a logical manner.

To Apply:

Anyone interested in applying for this position must submit a cover letter and resume to:

hresources@bic.nyc.gov

BIC is an EEO employer.

Post Date: 01/20/2016

Post Until: Filled

JVN: 831-16-117

The City of New York is an Equal Opportunity Employer.