

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Citywide Job Vacancy Notice

Civil Service Title: Management Auditor Trainee	Level: N/A	
Title Code No: 40501	Annual Salary: \$38,303 / \$44,048	
Office Title: Auditor	Work Location: 59-17 Junction Blvd., Flushing, NY	
Division/Work Unit: Administration/Office Service/ Budget Office	Number of Positions: 1	
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A	
Job Description		
<p>Under direct supervision, the selected candidate will be trained in and assist in management audit techniques including, but not limited to, performing audits of out-of-city travel expenditures and other procurements by the Executive Office and the management support bureaus; be trained and assist in making detailed accounting and procurement entries into the City's Financial Management System (FMS); assist in the review of revenue, expense and capital expenditures to ensure compliance with Comptroller's Directives, Government Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP) and applicable City and Agency policies; assist in preparing the Agency's year-end financial closing and the preparation of the City's and the Water Authority's annual financial statements; and perform other related duties, as needed.</p>		
Qualification Requirements		
<p>A baccalaureate degree from an accredited college including or supplemented by 24 credits in accounting including one course each in auditing, cost accounting, and advanced accounting.</p>		
Essential Skills		
<p>N/A</p>		
To Apply:		
<p>Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume. The JVN# is located at the lower right corner of this page. NYC Department of Environmental Protection Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108 OR Via E-mail, please submit your resume in Adobe PDF or Microsoft Word placing the JVN# on the upper right corner of your resume as well as in the subject line to: Recruit@dep.nyc.gov</p> <p>For more information about DEP, visit us at: www.nyc.gov/dep Residency restrictions apply to this position. Appointments are subject to OMB approval.</p>		
Post Date: 03/19/2012	Post Until: 4/2/2012	JVN: 826-12-99386-Budget

The City of New York is an Equal Opportunity Employer