



WATERFRONT COMMISSION OF NEW YORK HARBOR

39 BROADWAY

NEW YORK, N. Y. 10006-3003

O: (212) 742-9280 | F: (212) 480-0587

WALTER M. ARSENAULT
EXECUTIVE DIRECTOR

RONALD GOLDSTOCK - N.Y.
JAN GILHOOLY - N.J.
COMMISSIONERS

The Waterfront Commission of New York Harbor is seeking a full-time Auditor to join its organization headquartered in downtown New York.

Job Duties

The responsibilities to be performed by the Auditor include conducting payroll audits of companies that employ individuals who are registered or licensed by the Waterfront Commission. The Auditor will also conduct compliance audits by examining the books and records of companies licensed or applying for licensing by the Waterfront Commission. The Auditor will conduct these payroll and compliance audits on site at companies located in locations in the Port of New York and New Jersey, including but not limited to, Staten Island, New York and Port Newark, Port Elizabeth and Bayonne, New Jersey. In addition, the Auditor will conduct internal audits and assist other Waterfront Commission Divisions in special investigations. The Auditor will also be responsible for other related duties as required by the Commission.

Qualifications

Applicant must possess an accounting degree from an accredited college or university. Applicant must have a minimum of two (2) years experience in auditing or accounting with team/group oriented work experience. Applicant must have strong interpersonal and communication skills and ability to work with others in a group environment. The applicant will be required to have access to own vehicle on a daily basis to travel to companies in the Port of New York and New Jersey to conduct audits. Applicant must be proficient in Microsoft Windows XP, Microsoft Excel, Microsoft Word, Microsoft Outlook and to a smaller extent QuickBooks, Microsoft PowerPoint and Microsoft Access.

The Waterfront Commission is an Equal Opportunity Employer and encourages all qualified applicants to apply.

Submit cover letter and resume to Director of Administration and Audit Richard Carbonaro by e-mail at rcarbonaro@wcnyc.org or by U.S. Mail to Waterfront Commission of New York Harbor, 39 Broadway, 4th Floor, New York, NY 10006 by Monday, September 19, 2011.