

VACANCY NOTICE

Please note: For a selected candidate to be appointed in a title with an active Civil Service list, the candidate must be serving as a permanent civil servant in such title or be reachable on the active list.

AGENCY: NEW YORK CITY OFFICE OF THE COMPTROLLER
TITLE(S): ACCOUNTANT & RELATED TITLES (Various Levels)
SALARY: \$33,270 -\$63,840 (Depending on Title, Level & Experience)
LOCATION: BUREAU OF ACCOUNTANCY
PERIOD: RESUMES ACCEPTED CONTINUOUSLY

DUTIES:

The Bureau of Accountancy seeks detail-oriented individuals to fill openings that may be available throughout the year in such titles as bookkeeper, accountant, associate accountant, management auditor or closely related titles, positions or assignments for placement among its Financial Reporting, Capital & Debt, Pension Accounting, Fiscal Services, Quality Assurance, Accounting Systems and Management Trainee Group divisions. Under various levels of supervision and with latitude for independent judgment, responsibilities may include, but are not limited to:

- Performing calculations and compiling financial data, examining records, performing reconciliations, reviewing and verifying accuracy of reports; preparing various asset, liability, revenue and expenditure schedules;
- Undertaking difficult and responsible computations, examine and analyze complex financial data, assist in the preparation of legally required statements and filings; prepare worksheets or reports reflecting examinations made or findings noted, assist in the preparation of the City's annual financial statements, may supervise an accounting group or unit;
- Assisting in various special projects, including implementation of a new computer system; may evaluate internal controls and compliance with prescribed financial systems or methods; may apply statistical techniques in the analysis of detailed financial or other data; may perform related work.

QUALIFICATION REQUIREMENTS:

Candidates should be guided by the following:

BA/BS degree from an accredited college including or supplemented by 24 semester credits in accounting, including one course each in advanced accounting, cost accounting and auditing is the standard requirement for accountant/auditor. Lower levels generally

require not less than 60 college credits and 6, 12 or more semester hours of accounting. Higher levels require one, two or three years of experience (some may be supervisory) along both the BA/BS degree and the specific accounting credits for accountant or more.

A license as a Certified Public Accountant or a certificate as a Certified Internal Auditor may generally be substituted for non-supervisory experience as well as some area specific undergraduate courses.

Proficiency in using the Microsoft Office Suite products is strongly preferred for all positions.

Excellent writing, interpersonal and organizational skills required.

Interested candidates may submit **two copies** of their resume with a detailed cover letter in confidence to:

**New York City Comptroller's Office
Personnel Division, #06-14
One Centre Street, Room 710
New York, NY 10007**

OR

**Email a copy of their cover letter and resume with the VACANCY NUMBER IN
THE SUBJECT LINE to: Recruitment@comptroller.nyc.gov**

Equal Opportunity Employer M/F/H/V

Certain residency requirements may apply.

**While we appreciate every applicant's interest, only those under consideration will
be contacted.**

**Note: Vacancy notices listed as "Until Filled" will be posted for at least five (5) work
days.**