

VACANCY NOTICE

AGENCY: NYC OFFICE OF THE COMPTROLLER

TITLE: FMS COORDINATOR

SALARY: \$55,000 - \$65,000

LOCATION: BUREAU OF ACCOUNTANCY

PERIOD: September 24, 2009 to Until Filled

DUTIES:

Reporting to the Chief Accountant, the position is responsible for coordinating the activities of the Financial Management System (FMS) affecting the City of New York's accounting system. Responsibilities include, but are not limited to, the following:

- Provide a central point of coordination for all FMS accounting activities related to the Comptroller's Office and City oversight agencies;
- Direct the oversight of the upgrade of the accounting system from initiation to completion;
- Design and develop Business Objects Crystal reports for data integrity issues and analytical purposes;
- Communicate with City agencies regarding the enhancement of the City's accounting system;
- Assist and participate in the preparation of software test scripts and analysis of the results of the tests;
- Coordinate the Agency's activities (schedule, plan, assign, and review) regarding the upgrade of the accounting system; undertake scheduling meetings to discuss training needs, requirements, and review of training materials;
- Assist in the implementation of new accounting standards; assist in the preparation of year-end financial schedules; work on various special projects as needed.

QUALIFICATION REQUIREMENTS:

BA/BS from an accredited college in economics, finance, accounting, business, public administration, or a closely related field, and four (4) years or more of satisfactory, full-time progressively responsible administrative experience concerning program management or planning, operations research, computer systems, or in a related area. 18 months of which must have been in an administrative capacity; **OR**

A Master's degree from an accredited college and two (2) years or more of satisfactory full-time professional experience in the areas described above.

Additional considerations:

- Project/program management experience and knowledge of governmental accounting systems, and Crystal Reporting highly preferred.
- Comfort and familiarity working with computer systems/applications must be demonstrated.
- Excellent interpersonal, writing, accounting, and analytical skills (includes of Microsoft Office Suite Products) expected.

Interested candidates may submit **two copies** of their resume in confidence to:

**New York City Office of the Comptroller
Personnel Division – Vacancy #09-11
1 Centre Street – Room 710
New York, New York 10007**

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.