

## REVISED – MINIMUM QUALIFICATIONS

### NYC OFFICE OF THE COMPTROLLER

#### JOB VACANCY NOTICE

<b>Title:</b>	<b>Unit Chief, Ledger Maintenance</b>
<b>Salary:</b>	<b>\$60,000 - \$70,000</b>
<b>Bureau/Division:</b>	<b>Accountancy/Financial Reporting</b>
<b>Period:</b>	<b>August 11, 2014 – September 1, 2014</b>

#### JOB DESCRIPTION

The Bureau of Accountancy (BOA) is responsible for all aspects of the City's accounting and financial reporting. Under the supervision of the Division Chief, the Unit Chief will supervise the Ledger Maintenance unit. Responsibilities include, but are not limited to, the following:

- Reviews monthly reconciliations of numerous balance sheet accounts, investment accounts and general fund expenditures;
- Review requests for the establishment of Fiduciary Accounts (Trust and Agency) for City agencies, approve if appropriate and monitor the Account activity;
- Oversee the Unit's contributions as it relates to the preparation of the Comptroller's Comprehensive Annual Financial Report (CAFR) and review supporting and statistical schedules;
- Review and monitor the Imprest Fund Accountability Reports and reimbursable Imprest Fund vouchers for City agencies;
- Supervise and evaluate staff, including training, setting tasks and standards, and performing employee evaluations;
- Prepare, review and approve documents in FMS created by staff and other City agencies;
- Work on various special projects as assigned.

#### MINIMUM QUALIFICATION REQUIREMENTS

- BA/BS degree from an accredited college including or supplemented by 24 semester credits in accounting, including one course in each of the following: advanced accounting, auditing, and cost accounting; and one of the following:
  - (a) one year of full - time satisfactory experience in management auditing, financial auditing, and/or information technology (IT) auditing; **or**
  - (b) a valid Certified Public Accountant license issued by the New York State Education

Department; **or**

**(c)** a valid Certified Internal Auditor certificate issued by the Institute of Internal Auditors (IIA);  
**or**

- A satisfactory combination of education and/or experience equivalent to above. Education and/or experience may be substituted as follows:

**(a)** two years of full - time satisfactory experience in financial or managerial accounting may be substituted for the one year of required experience as described in **1 (a)** above.

**(b)** Undergraduate or graduate credits from an accredited college in management, computer science, public administration, and/or business administration may be substituted for up to 9 semester credits in accounting, on a credit for credit basis.

However, all candidates must have a baccalaureate degree including or supplemented by 15 semester credits in accounting, including one course each in advanced accounting, auditing, and cost accounting, and one of the following: at least one year of the experience as described in **1 (a)** above or its equivalent; or a Certified Public Accountant license; or a Certified Internal Auditor certificate, as described in **1 (b)** or **1 (c)** above.

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#### **PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- Knowledge of FMS and InfoAdvantage.
- Supervisory experience or project management experience.
- Excellent analytical, interpersonal, communication accounting, and organizational skills (including Microsoft Office Suite proficiency)

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#### **TO APPLY, GO TO:**

**Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)**

**Certain residency requirements may  
apply.**

**We appreciate every applicant's interest; however, only those under  
consideration will be contacted.**

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

<b>POSTING DATE:</b> August 18, 2014	<b>POST UNTIL:</b> September 1, 2014	<b>JVN:</b> 015-014-019R
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**The NYC Comptroller's Office is an Equal Opportunity Employer**