

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Unit Chief, Ledger Maintenance (Accountant Level 2)
Salary:	\$60,000 - \$70,000
Bureau/Division:	Accountancy/Financial Reporting
Period:	June 2, 2014 – June 20, 2014

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.

QUALIFICATION REQUIREMENTS

- Candidate must be a permanent civil servant Accountant with the City of New York, or be reachable on the current Accountant civil service list, in addition to meeting the minimum requirements, candidate must have at least one (1) year of experience as an Accountant Lv1 or at least two (2) years of satisfactory full-time professional auditing or accounting experience.

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)

TO APPLY, GO TO:

Employment Opportunities at 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.

POSTING DATE: June 2, 2014	POST UNTIL: June 13, 2014	JVN: 015-014-019R
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The NYC Comptroller's Office is an Equal Opportunity Employer