

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

**Note:** For this position the selected candidate must be a permanent civil servant Accountant with the City of New York or be reachable on the current Accountant civil service list.

<b>Title:</b>	<b>Unit Chief, Accrued Expenditures (Accountant, Level 2)</b>
<b>Salary:</b>	<b>\$60,000 - \$70,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Accountancy/Accounting Compliance Division</b>
<b>Period:</b>	<b>February 19, 2014 – March 14, 2014</b>

### JOB DESCRIPTION

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

- Monitor functions and duties of the Unit to ensure that the Unit's goals are met;
- Review and approve accrual documents processed in the City's Financial Management System (FMS);
- Maintain and monitor the accrual balances for the City of New York, and analytical schedules to support those balances;
- Assist City agencies with inquiries regarding the accrual process;
- Assist in the preparation of the Comptroller's Comprehensive Annual Financial Report (CAFR) including the review of various statistical schedules prepared by staff;
- Provide assistance to the City's independent auditors during the City's annual financial statement audit;
- Guide and monitor the performance of staff, including training, setting tasks and standards, and performing employee evaluations; participate in hiring decisions of staff;
- Perform other related work and assignments as may be required.

### MINIMUM 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.

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**PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- Supervisory experience preferred.
- Knowledge of FMS and InfoAdvantage required.
- Excellent interpersonal, communication, accounting and organizational skills (includes Microsoft Office Suite proficiency).

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**TO APPLY, PLEASE SUBMIT RESUME & COVER LETTER WITH JVN NUMBER IN THE SUBJECT LINE TO:**

[Recruitment@comptroller.nyc.gov](mailto:Recruitment@comptroller.nyc.gov)

**OR**

**NYC Office of the Comptroller  
Personnel Division - JVN # 015/14/009  
1 Centre Street – Room 710  
New York, New York 10007**

**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> February 19, 2014	<b>POST UNTIL:</b> March 14, 2014	<b>JVN:</b> <u>015/14/009</u>
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**The NYC Comptroller's Office is an Equal Opportunity Employer**