

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Division Chief
Salary:	\$75,000 - \$85,000
Bureau/Division:	Bureau of Accountancy/Debt Division
Period:	March 21, 2014 – April 4, 2014

JOB DESCRIPTION

The Bureau of Accountancy (BOA) is responsible for all aspects of the City's accounting and financial reporting. Under the direct supervision of the Deputy Bureau Chief of Financial Reporting, the Division Chief will supervise the Debt Service Division. Responsibilities include, but are not limited to, the following:

- Supervise division charged with maintaining records of all aspects of New York City General Obligation (GO) Debt;
- Prepare quarterly retention schedules and New York State Debt Service payment vouchers to retain sufficient debt service amount from New York State Comptroller Office for upcoming debt service;
- Oversee the maintenance of GO variable rate and related payments of variable rate bond interest information in the Debt Management System (DMS);
- Reconcile debt payments with Custodian Bank;
- Coordinate with other Bureaus within the Comptroller's Office and external parties for payments relating to bond sale or special calls of General Obligation (GO) debt;
- Prepare Capital Projects fund's reimbursement of bond proceeds transfers on a semi-monthly basis;
- Analyze & verify data for the City's new General Obligation (GO) bond sales;
- Reconcile bond sale proceed transfers to legal documents; prepare legally required NYC Debt Statements and NYS Debt Statements before each GO bond sale;
- Record all accounting transactions related to bond sales and debt service information into FMS;
- Attend meetings and/or communicate with City Agencies as well as other outside entities on matters related to Division responsibilities;
- Prepare, review and maintain operating procedure manuals for the Division;
- Reconcile data in preparation of the Comptroller's Comprehensive Annual Financial Report;

- Guide and monitor the performance of staff, including training, setting tasks and standards, and performing employee evaluations; participate in hiring decisions of staff;
- Work on special projects as they relate to the affect of Debt Service on other areas of the Bureau, and provide innovative approaches to improving efficiency of Division.

MINIMUM QUALIFICATION REQUIREMENTS

- 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 and five (5) or more years of full-time professional in financial accounting or financial auditing experience, at least eighteen (18) months of which must have been in an administrative, or managerial capacity or supervising staff performing accounting or auditing work; **or**
- A valid New York State Certified Public Accountant license and at least eighteen (18) months of full-time experience described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Familiarity with the New York City Financial Management System (FMS Accounting) expected.
- Proven ability to manage and mentor a diverse professional staff.
- Excellent interpersonal, communication, accounting and organizational skills (includes 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: March 21, 2014	POST UNTIL: April 4, 2014	JVN: <u>015/14/007R</u>
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The NYC Comptroller's Office is an Equal Opportunity Employer