

Only Candidates currently serving permanently in the Civil Service Accountant title or reachable on the current Accountant Civil Service list are eligible to apply for this position.

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Accountant (multiple positions)
Salary:	\$45,000 – \$55,000
Bureau/Division:	Bureau of Accountancy (Various Divisions)
Period:	January 26, 2015 – Until Filled

JOB DESCRIPTION

The Bureau of Accountancy seeks motivated and detail oriented individuals with strong communication skills to fill various openings available within the Bureau.

Under the direction of a Unit/Division Chief, responsibilities may include, but are not limited to, the following:

- Performing calculations and compiling financial data, examining records, performing reconciliations, reviewing and verifying accuracy of reports; preparing various asset, liability, revenue and expenditure schedules;
- Undertaking difficult and responsible computations, examine and analyze complex financial data, assist in the preparation of legally required statements and filings;
- Prepare worksheets or reports reflecting examinations made or findings noted, assist in the preparation of the City's annual financial statements, and
- Assisting in various special projects; may evaluate internal controls and compliance with prescribed financial systems or methods; may apply statistical techniques in the analysis of detailed financial or other data; may perform related work.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in accounting, including one course each in advanced accounting and auditing; and two (2) or more years of satisfactory full-time professional accounting or auditing experience; **or**
2. A valid New York State Certified Public Accountant license.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Excellent interpersonal, communication, accounting and organizational skills (includes Microsoft Office Suite proficiency);
- Knowledge of generally accepted accounting principles, as well as some exposure to financial statement analysis expected.
- FMS Accounting experience preferred, but not required;

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: January 26, 2015	POST UNTIL: Until Filled	JVN: 015/015/034
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The NYC Comptroller's Office is an Equal Opportunity Employer