

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Accounting Analyst (Various Positions)</b>
<b>Salary:</b>	<b>\$39,000 - \$49,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Accountancy (Various Divisions)</b>
<b>Period:</b>	<b>March 16, 2015 – Until Filled</b>

**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:

- Assist in the preparation of the City's annual financial statements as it pertains to budget and fiscal data for all City agencies;
- Conducts a year end survey of agency bank accounts and collects and analyzes bank reconciliations in order to make recommendations for improvement;
- Reviews collected data as it relates to custodial and fiduciary funds in order to analyze and resolve noted variances which aid in the preparation of the City's financial statements;
- Verifies correctness of agency expenditures to ensure compliance with generally accepted accounting principles to determine whether the criteria to be charged back to the prior budget fiscal year is met; and
- Assists with various special projects, which may include the evaluation of internal controls using statistical sampling techniques, financial analyses, and other data.
- Performs other related assignments as required.

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**MINIMUM QUALIFICATION REQUIREMENTS**

A baccalaureate (BA/BS) degree from an accredited college.

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**PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- Substantial college level course work in accounting, advanced accounting, cost accounting and auditing is highly preferred.
- Knowledge of generally accepted accounting principles and experience / exposure to financial statement analysis is desirable.

- FMS Accounting experience preferred, but not required;
- Excellent interpersonal, communication, accounting and organizational skills (includes 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> March 16, 2015	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/015/050
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**The NYC Comptroller's Office is an Equal Opportunity Employer**