

**Revised: Note the last date to apply**

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Division Chief, Cash Control and Accounting</b>
<b>Salary:</b>	<b>\$80,000 - \$90,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Accountancy</b>
<b>Period:</b>	<b>May 7, 2015 – July 6, 2015</b>

**JOB DESCRIPTION**

The Bureau of Accountancy (BOA) is responsible for all aspects of the City's accounting and financial reporting. It oversees the City's accounting operations through the year and prepares the Comptroller's Comprehensive Annual Financial Report (CAFR) each year as required by the New York City Charter. Most of the functions of the Bureau are performed by one of its eight divisions.

Reporting directly to the Deputy Comptroller for Accountancy, responsibilities of the Division Chief of Cash Control and Accounting include, but are not limited to, the following:

- Oversee and approve the daily cash flow management for the five retirement systems and eleven variable and miscellaneous supplemental funds;
- Verify the calculations for determining the funding amount required to cover various investments and controlled disbursements;
- Approve payments to various investment managers, consultants, custodian banks, etc.;
- Ensure the verification and documentation of investment transaction data received from the custody bank; participate in on-going refinement of verification procedures
- Maintain communications with the five retirement systems to coordinate year-end financial reporting in preparation of the CAFR;
- Coordinate activities between BOA Cash Control and Accounting Division and the Bureau of Asset Management to ensure and streamline the flow of information between the Bureaus;
- Liaise with custody banks and others regarding pension funds' and city investments;
- Prepare various financial analyses of pension cash and investment transaction information upon request;

- Perform related assignments and special projects as required.

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### MINIMUM QUALIFICATION REQUIREMENTS

- BA/BS degree from an accredited college including or supplemented by 24 credits in accounting, including one course each in advanced accounting or auditing, and five (5) or more years of progressively responsible full-time accounting experience, at least 18 months of this experience must have been in an administrative or supervisory capacity; or
- A valid New York State Certified Public Accountant license and at least eighteen (18) months of administrative or supervisory experience as described above;

**Note:** Knowledge of various investment asset classes including US and International public debt and equity, private equity, real estate and hedge funds must be evident through education and/or experience.

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### PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- A Certified Public Accountant (CPA) license is preferred;
- The ideal candidate will also be able to reveal a skill-set which includes the ability to prioritize work and complete assignments in a timely manner;
- Experience with, general management techniques, e.g. planning and coordinating work assignments, must be displayed;
- 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.

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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> May 7, 2015	<b>POST UNTIL:</b> July 6, 2015	<b>JVN:</b> 015/015/062R
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**The NYC Comptroller's Office is an Equal Opportunity Employer**

*Revised as of 6/26/2015*