

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Division Chief, Banking</b>
<b>Salary:</b>	<b>\$80,000 - \$90,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Accountancy</b>
<b>Period:</b>	<b>July 14, 2015 – July 28, 2015</b>

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### 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 Bureau Chief for Accountancy, responsibilities of the Division Chief of Banking include, but are not limited to, the following:

- Manage and train staff in the preparation and analysis of bank reconciliations;
- Review and sign-off as "Reviewer" for reconciliations prepared by staff;
- Reviews and approves as the final approver, all adjusting accounting entries required in the City's Financial Management System (FMS);
- Ensure that bank reconciliations for demand deposit and fund transfer accounts of the retirement systems (the Systems) are completed timely and accurately;
- Oversee the preparation of the Cash and Investment note disclosure and the cash recorded for the Fiduciary Accounts, for the CAFR;
- Act as the liaison with financial institutions, Department of Finance, City agencies with bank accounts, and Retirement Systems to ensure accurate reporting of cash throughout the year;
- Prepare weekly status update reports to present to upper management regarding the completion of approximately 100 bank account reconciliations monthly;
- Document policy and procedures for the operations of the Banking Division;
- Perform other related assignments and special projects as required.

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## MINIMUM QUALIFICATION REQUIREMENTS

- A baccalaureate degree from an accredited college including or supplemented by 24 credits in accounting, including one course each in advanced accounting and auditing and four years of satisfactory full-time professional accounting or auditing experience, at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising a staff performing accounting or auditing work; **or**
- A valid New York State Certified Public Accountant license and at least 18 months of satisfactory full-time professional accounting or auditing experience in an administrative, managerial or executive capacity or supervising a staff performing accounting or auditing work.

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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Experience with conducting bank reconciliations for various types of bank accounts;
- Knowledge of the City's Financial Management System (FMS);
- Knowledge of generally accepted accounting principles applicable to US state and local governments and familiarity with financial statement analysis is preferred;
- The ideal candidate will also be able to demonstrate skills including but not limited to 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, including 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> July 14, 2015	<b>POST UNTIL:</b> July 28, 2015	<b>JVN:</b> 015/016/001
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**The NYC Comptroller's Office is an Equal Opportunity Employer**