

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Division Chief, Financial Reporting
Salary:	\$80,000 - \$90,000
Bureau/Division:	Bureau of Accountancy
Period:	August 11, 2015 – August 18, 2015

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 throughout 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 Financial Reporting include, but are not limited to, the following:

- Supervise the Division of Financial Reporting, responsible for warrant processing general ledger maintenance, and financial accounting and reporting under generally accepted accounting principles;
- Coordinates financial analysis of numerous accounting funds, balance sheet accounts and operating statement accounts in the City's Financial Management System (FMS);
- Oversees the review process of agencies' Imprest Fund Accountability Reports at year-end and the annual review of agency compliance with Comptroller's Directives nos. 3 & 6;
- Monitors Trust & Agency accounts and the establishment and close-out of these accounts;
- Assists in the preparation of the CAFR on an annual basis;
- Oversees custody accounts resulting from security deposits, franchise and contract retainage as required by Comptroller's Directive no. 9;
- Manages reissuances of stale dated Central Treasury checks;
- Performs other related assignments and special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college including or supplemented by 24 credits in accounting, including at least 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**

2. A valid New York State Certified Public Accountant (CPA) license and at least 18 months of satisfactory full-time professional accounting or auditing experience in an administrative, managerial or executive capacity or supervising staff performing professional accounting or auditing work.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Knowledge of generally accepted accounting principles applicable to US state and local governments and familiarity with financial statement analysis;
- Knowledge of the City's Financial Management System (FMS);
- The ideal candidate will 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 preferred;
- Excellent interpersonal, written and oral communication, accounting and organizational skills, including 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: August 11, 2015	POST UNTIL: August 18, 2015	JVN: 015/016/003
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The NYC Comptroller's Office is an Equal Opportunity Employer