

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Unit Chief, Fixed Assets & Capital Projects
Salary:	\$65,000 - \$75,000
Bureau/Division:	Bureau of Accountancy
Period:	November 13, 2015 – November 30, 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 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 Division Chief for Capital Projects, Technical and Professional Standards, responsibilities of the Unit Chief of Fixed Assets and Capital Projects include, but are not limited to, the following:

- Supervise and train staff in the review and technical analysis of capital contracts, lease reporting and condemnation proceedings;
- Reviews and approve as final reviewer, adjusting accounting entries required in the City's Financial Management System (FMS);
- Supervise the Units year-end role regarding the implementation of standards promulgated by the Governmental Accounting Standards Board which effect fixed asset reporting, preparation of the Capital Projects Fund financial statements and supporting schedules for inclusion in the Comptroller's Comprehensive Annual Financial Report;
- Act as lead liaison with the Bureau of Contracts Administration, Division of Real Property, Financial Information Services Agency, and other City agencies to resolve fixed asset and contract related issues;
- Analyze and monitor the recording of fixed asset related documents in FMS to ensure accurate and timely financial reporting;
- Maintain and monitor the City's fixed asset inventory;
- Participate and address inquiries from a large number of City agency personnel during the Bureau's annual Closing Instructions seminar and assist in training them throughout the year;
- Perform 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 one course each in advanced accounting and auditing and four (4) or more 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 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.
-

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 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;
 - Knowledge of the City's Financial Management System (FMS) and OASIS Contracts preferred;
 - Excellent interpersonal, 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: November 13, 2015	POST UNTIL: November 30, 2015	JVN: 015/016/032
---	---	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer