

**Revised: Application deadline extended**

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Accountant (Cash and Pension Accounting)</b>
<b>Salary:</b>	<b>\$50,000 - \$60,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Accountancy/Cash and Pension Accounting</b>
<b>Period:</b>	<b>February 1, 2016 – February 26, 2016</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 Division Chief of Cash and Pension Accounting, responsibilities include, but are not limited to, the following:

- Manage the day to day cash flow of the five major retirement systems by creating and maintaining daily cash flow worksheets and reports;
- Arrange for funds to be available to cover controlled disbursement of more than forty pension bank accounts;
- Coordinate with the Short Term Trading Division to ensure available funds are invested overnight and longer;
- Perform wire transfers for both pension and non-pension accounts;
- Process payments to vendors for investment related services;
- Verify that all prior day transactions were posted correctly in the investment accounts of the various retirement systems;
- Prepare various financial analyses of pension cash and investment transaction information upon request;
- 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 two (2) or more years of professional accounting/auditing experience **or**
2. A valid New York State Certified Public Accountant license and one (1) or more years of professional accounting/auditing experience.

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**PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- Excellent interpersonal, communication, accounting and organizational skills including 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> February 1, 2016	<b>POST UNTIL:</b> February 26, 2016	<b>JVN:</b> 015/016/048R
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**The NYC Comptroller's Office is an Equal Opportunity Employer**