

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Accountant (Revenue Monitoring Unit)
Salary:	\$45,385 – \$52,193
Bureau/Division:	Bureau of Accountancy
Period:	February 29, 2016 – March 11, 2016

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 Unit Chief of Revenue Monitoring, responsibilities include, but are not limited to the following:

- Assists in the preparation of the Comptroller's CAFR, as it relates to Citywide revenue transactions;
- Reviews and processes revenue documents in the City's Financial Management System (FMS) at the request of City agencies and/or management;
- Monitors and analyzes grant revenue received from the Federal and State government as well as private grantors to ensure accurate financial reporting and allocation of funds;
- Assists City agencies with revenue related inquiries;
- Performs 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, **or**
2. A valid New York State Certified Public Accountant license.

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;
- Knowledge of the City's Financial Management System (FMS) preferred.

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: February 29, 2016	POST UNTIL: March 11, 2016	JVN: 015/016/055
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The NYC Comptroller's Office is an Equal Opportunity Employer