

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

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| Title: | Accountant |
| Salary: | \$45,385 – \$52,193 |
| Bureau/Division: | Bureau of Accountancy/CPRS Bank Reconciliations |
| Period: | May 20, 2016 – Until Filled |

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 CPRS Bank Reconciliations, responsibilities include, but are not limited to, the following:

- Review agencies' reconciliations for the Citywide Payments and Receivables Services (CPRS) bank accounts;
- Ensure that bank reconciliations are received timely, and that they are complete and accurate;
- Review, analyze, and research transactions using various offline systems, with the objective of reconciling to the City's Financial Management System (FMS) and bank statements;
- Assist agencies with identifying and resolving any issues arising from our review of the bank reconciliations;
- Train agencies in the preparation and analysis of bank reconciliations specifically for CPRS accounts;
- Maintain and update City Wide database of agency bank accounts;
- Assist with the preparation of the City's cash note disclosures for CAFR;
- Perform 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 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

- Knowledge of generally accepted accounting principles, as well as some exposure to financial statement analysis expected;
- Excellent interpersonal, communication, accounting and organizational skills including Microsoft Office Suite proficiency;
- 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.

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| POSTING DATE: May 20, 2016 | POST UNTIL: Until Filled | JVN: 015/016/084 |
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The NYC Comptroller's Office is an Equal Opportunity Employer