

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

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| Title: | Accountant (Accrued Expenditures Unit) |
| Salary: | \$45,385 – \$52,193 |
| Bureau/Division: | Bureau of Accountancy |
| Period: | June 15, 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 Accrued Expenditures, responsibilities include, but are not limited to, the following:

- Assisting in the preparation of the Comptroller's Comprehensive Annual Financial Report, which may include processing year-end journal entries, preparing statistical tables, calculations for the Notes to the Financial Statements, or preparing reports and schedules;
- Conducting reviews of various City Agencies' accrued expenditures to ensure the proper fiscal year is being charged. The review of supporting documentation may include contracts, invoices, or other material proving date of service or goods received;
- Reviewing and applying approvals to Financial Management System entries booked by City Agencies;
- Assisting City agencies with accrued expenditure 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.

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| POSTING DATE: June 15, 2016 | POST UNTIL: Until Filled | JVN: 015/016/090 |
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The NYC Comptroller's Office is an Equal Opportunity Employer