NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	**Accountant (Fixed Assets and Capital Projects)**
Salary:	**$45,385 – $52,193**
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 Unit Chief of Fixed Assets and Capital Projects, responsibilities include, but are not limited to, the following:

- Assist in the preparation of the Comptroller's Comprehensive Annual Financial Report, as it relates to fixed assets, capital projects and capital leases;
- Review and approve capital contracts within allotted time restrictions and ensure compliance with Comptroller's Directives Nos. 10 and 11;
- Assist in reviewing and processing documents in the City's Financial Management System (FMS) as it relates to condemnation proceedings, reporting of fixed assets and capital leases; and
- Assist in various special projects, which may include the evaluation of internal controls using statistical sampling techniques, financial analyses, and other data.

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) and OAISIS Contracts system 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:	POST UNTIL:	JVN:
November 13, 2015	November 30, 2015	015/016/034

The NYC Comptroller's Office is an Equal Opportunity Employer