

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Unit Chief, Bank Reconciliations (Citywide Payment System Accounts)
Salary:	\$65,000 - \$75,000
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 Division Chief for Bank Reconciliations, responsibilities of the Unit Chief of Bank Reconciliations include, but are not limited to, the following:

- Supervise and train staff and City agencies in the preparation and analysis of bank reconciliations related to agency payment accounts;
- Assist in the preparation of the Comptroller's Comprehensive Annual Financial Report and oversee the preparation of the Cash and Investment Note;
- Analyze banking transaction data from various payment portals to accurately reconcile to the City's Financial Management System (FMS);
- Review and sign-off as "Reviewer" for reconciliations prepared by staff;
- Review and approve, adjusting accounting entries required in FMS;
- Coordinate with the Department of Finance and other City agencies to resolve discrepancies in a timely manner;
- Assist in documenting policy and procedures for the operations of the agency payment account bank reconciliations;
- 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 four (4) or more years of satisfactory full-time professional accounting or auditing experience, at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising a staff performing accounting or auditing work; **or**

2. A valid New York State Certified Public Accountant license and at least 18 months of satisfactory full-time professional accounting or auditing experience in an administrative, managerial or executive capacity or supervising a staff performing accounting or auditing work.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Experience with conducting bank reconciliations for various types of bank accounts;
- The ideal candidate will also be able to demonstrate skills including but not limited to the ability to prioritize work and complete assignments in a timely manner;
- Knowledge of the City's Financial Management System (FMS) preferred;
- Excellent interpersonal, communication, accounting and organizational skills, including Microsoft Office Suite proficiency.

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: November 13, 2015	POST UNTIL: November 30, 2015	JVN: 015/016/033
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The NYC Comptroller's Office is an Equal Opportunity Employer