

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Accountant (Fiduciary Bank Reconciliations)
Salary:	\$46,747 – \$53,759
Bureau/Division:	Bureau of Accountancy / Fiduciary Bank Reconciliations
Period:	November 21, 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 Fiduciary Bank Reconciliations, responsibilities include, but are not limited to, the following:

- Prepare bank reconciliations for both investment and non-investment accounts of the five major Retirement Systems by required deadlines;
- Identify and research reconciling items based on the review of various internal and external accounting records;
- Communicate results of review to other Units within the Bureau of Accountancy, custody bank, and Retirement Systems, and follow up on required adjustments;
- Maintain control of and prepare lists of outstanding checks and EFT credits;
- Assist with the preparation of the Fiduciary Funds schedules for CAFR;
- 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, **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 (Intermediate Excel skills preferred);
- Knowledge of generally accepted accounting principles, as well as some exposure to financial statement analysis expected;
- Bank reconciliation experience preferred, but not required.

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 21, 2016	POST UNTIL: Until Filled	JVN: 015/017/030
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The NYC Comptroller's Office is an Equal Opportunity Employer