

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Accountant (Policy & Technical Accounting)
Salary:	\$50,000 – \$60,000
Bureau/Division:	Bureau of Accountancy
Period:	April 11, 2018 - 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 seven divisions.

Reporting directly to the Assistant Division Chief of Directives and Policy, responsibilities include, but are not limited to, the following:

- Assist with the preparation of Comptroller's Internal Control & Accountability Directives to ensure that the information provided within the Directives are both relevant and up to date with current City operations;
- Keep track and monitor responses submitted for Directive and governmental accounting related inquiries received from City agencies;
- Conduct research with regards to internal controls and best practices used by other government municipalities in order to incorporate and restructure these into useful Citywide procedures;
- Monitor and keep track of the Comptroller's CPA Prequalified list database to ensure that firm required documentation is on file to continue to receive procurement solicitations;
- Monitor ongoing projects conducted by the Governmental Accounting Standards Board (GASB) to ensure City participation and attend meetings on occasion to keep abreast of matters arising with respect to governmental financial reporting; and,
- Assist in various special projects, which may include assisting with evaluating the City's effect of implementing statements issued by the GASB, drafting related financial statement note disclosures, reviewing financial statements of component units, conducting financial analyses, and other technical accounting functions upon request.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in accounting, including one course each in advanced accounting and auditing and two (2) or more years of progressively responsible professional accounting or auditing experience;
or
2. A valid New York State Certified Public Accountant license and two (2) or more years of professional experience as described in "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Knowledge of generally accepted accounting principles, as well as some exposure to financial statement analysis expected;
 - Knowledge of statements issued by the Governmental Accounting Standards Board;
 - A valid Certified Public Accountant license issued by the New York State Education Department and/or a valid Certified Internal Auditor certificate issued by the Institute of Internal Auditors (IIA);
 - Knowledge of the City's Financial Management System (FMS) preferred;
 - Excellent interpersonal, communication, writing, accounting and organizational skills including Microsoft Office Suite proficiency.
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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: April 11, 2018	POST UNTIL: Until Filled	JVN: 015/018/068
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The NYC Comptroller's Office is an Equal Opportunity Employer