

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Assistant Division Chief (Directives & Policy Unit)
Salary:	\$80,000 – \$90,000
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 BOA are performed by one of its seven divisions.

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

- Prepares and reviews 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;
- Responds to Directive, governmental accounting, and Comptroller's CPA Prequalified list inquiries received from internal and external parties;
- Conducts 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;
- Presents ideas for consideration to formulate new Directives to address governmental accounting and internal control matters;
- Prepares comments with respect to ongoing projects conducted by the Governmental Accounting Standards Board (GASB) that will affect the City's preparation of its financials, and,
- Assists in various other related special projects, which may include evaluating the City's effect of implementing statements issued by the GASB, draft related financial statement note disclosures, review financial statements of component units, conduct financial analyses, and other technical governmental accounting functions upon request.

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 progressively responsible full-time professional accounting or auditing experience; at least 18 months of this experience must have been in an administrative, managerial, or executive capacity or supervising staff performing accounting or auditing work;
or

2. A valid New York State Certified Public Accountant license and three (3) or more years of professional experience as described in "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- 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 statements issued by the Governmental Accounting Standards Board;
 - Strong knowledge of generally accepted accounting principles, governmental accounting and auditing standards, as well as some exposure to financial statement analysis expected;
 - Exposure to and/or experience in financial auditing and/or management auditing is a plus;
 - Knowledge of the City's Financial Management System (FMS) preferred;
 - Excellent interpersonal, communication, writing, 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: April 11, 2018	POST UNTIL: Until Filled	JVN: 015/018/067
--	------------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer