



New York City Employees' Retirement System **Job Vacancy Notice CITYWIDE**

Civil Service Title: Administrative Accountant , M-5

Salary: \$120,000 - \$150,000 (Annual)

Title Code: 10001

Division: Finance

Unit: Accounting and Financial Reporting

The New York City Employees' Retirement System (NYCERS) was founded by the New York State Legislature in 1920 with 13,331 members. Today, NYCERS has grown into one of the largest municipal public employee retirement systems in the United States with nearly 375,000 active/vested members, retirees and beneficiaries. NYCERS is a defined benefit retirement plan and a cost-sharing, multiple employer public employee retirement system. We are looking for individuals with passion, dedication and commitment to excellence and innovation who are interested in adding to our dynamic and collaborative work environment. Working for the City of New York, you will receive excellent benefits, including healthcare, vision benefits, dental benefits, as well as the opportunity to participate in the City's retirement plan. NYCERS offers a hybrid work environment with partial onsite work and partial telework.

Job Description:

The New York City Employees' Retirement System Finance Division seeks a Deputy Director. Under the direction of the Finance Director, the Deputy will have broad oversight of the division, with a special focus on the day-to-day activities of the Finance team. Specifically, the Deputy will oversee the following:

- Reconciliation and recording of all financial transactions into the accounting system.
- Processing, deposit, and reconciliation of incoming funds from various sources.
- Processing of check and EFT payments.
- Preparation of NYCERS annual audited financial statements under Generally Accepted Accounting Principles (GAAP), the Annual Comprehensive Financial Report (ACFR), and other financial reports.
- Maintenance, reconciliation, and update of members' account balances in the agency's pension administration system.

MINIMUM REQUIREMENTS ARE ATTACHED

New York City residency is required.

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

Internal candidates must have been rated satisfactory or better on their last annual evaluation.

Applicants must be permanent in the Administrative Accountant title.

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-24-0090 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 631742

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 631742

DATED: 3/26/2024

POST UNTIL: 4/10/2024

NYCERS POSTING NUMBER:
009-24-0090



The successful candidate for this position will support the Finance Director in leading a dynamic 29-member team consisting of Accountants, Bookkeepers, Principal Administrative Associates, Retirement Benefit Examiners, and others. Their direct responsibilities include running the day-to-day operations of the Finance Division, and setting and tracking performance goals, objectives, and priorities for Division staff. In addition, the Deputy will assist the Finance Director in the development of best practices in the division and leverage automation to enhance division processes. The Deputy will maintain strong relationships with NYCERS' external stakeholders and partners such as regulators and other City agencies. The Deputy will also collaborate with the Finance Director and NYCERS' Enterprise Risk Committee in the development/implementation of the agency's Enterprise Risk Management (ERM) program and the Vendor Risk Management (VRM) program, and act in the capacity of the Finance Director in their absence.

The Deputy Director provides management and leadership guidance for their staff on a variety of general administrative, general and investment accounting, financial reporting, and banking related issues. The follow-up of delegated work must be very thorough. The Deputy must be a collaborator and able to facilitate collaboration within the Finance Division and with other internal and external stakeholders. The position requires a strong accounting background, confidence, independent action, the ability to make decisions and take responsibility for them, and superior attention to detail. A well-suited candidate adapts quickly to changing conditions and works with the team to implement solutions that produce quality results.

Preferred Skills and Experience:

- A Baccalaureate degree in Finance, Accounting or a related field is required, CPA and/or Master's Degree preferred.
- A minimum of 5 years' experience in governmental finance and accounting at a high management level.
- Extensive knowledge of and experience with account receivable, accounts payable, investment accounting, and financial reporting.
- Familiarity with GAAP, accounting and financial reporting standards for U.S. state and local governments.
- Strong computer skills and knowledge of accounting software systems, especially Sage 300.
- Experience with overseeing and managing external audits: e.g. annual CPA audit.
- Experience in Enterprise Risk Management and Vendor Risk Management is a plus.
- Excellent financial analysis and writing skills.
- Strategic, big-picture thinker.
- Superior attention to detail.
- An attuned ability to troubleshoot and problem solve.
- Compassion, patience, and strong interpersonal skills.
- Strong ability to work under pressure and with tight financial year-end deadlines.
- Flexibility to take on new tasks.
- Strong delegations skills.



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 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

Note:

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.

Note:

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

Note:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.