



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

**Civil Service Title:** Administrative Accountant, M-1

**Salary:** \$56,990-\$64,486 (Annual)

**Title Code:** 10010

**Division:** Finance

**Unit:** Member Accounts

### **Job Description:**

The New York City Employees' Retirement System (NYCERS) seeks an Administrative Accountant to:

- Supervise the day-to-day operations of the Member Accounts Unit.
- Develop, update and maintain procedure manuals for the Unit.
- Coordinate with City Agencies to retrieve payroll data and resolve any discrepancies.
- Post members' contributions in Accounting Database System (Sage 300).
- Delegate and assign ad-hoc projects to staff.
- Maintain various excel spreadsheets for unit based calculations.
- Trouble shoot inquires and issues of a complex nature related to members' accounts.
- Be responsible for the coordination and timely processing of quarterly and annual closings.
- Participate in selection/hiring of new employees, objective setting, training, and coaching /development and performance management.

### **Preferred Skills and Experience:**

- Excellent written and oral communication skills.
- Ability to manage projects and meet deadlines.
- Previous supervisory experience.
- A good understanding of IT concepts and accounting database system; preferably Sage 300
- Proficient in MS Excel and Word; experience with advanced functions in Excel is a plus.
- Must possess Bachelor's degree in Accounting.

MINIMUM REQUIREMENTS ARE ATTACHED

**New York City residency is required.**

**NYCERS is an Equal Opportunity Employer**

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

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING Job ID number 009-19-0058 AND A COPY OF A CURRENT RESUME TO:**

**CITY EMPLOYEES:** Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID#: 385935

**ALL OTHER APPLICANTS:** [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: 385935

**DATED:** 3/7/2019

**POST UNTIL:** 3/20/2019

**NYCERS POSTING NUMBER:**  
**009-19-0058**



**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:**

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.

**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.