



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

Civil Service Title: Administrative Accountant, M-3

Salary: \$100,000 – \$110,000 (Annual)

Title Code: 10001

Division: Finance

Unit: Accounting and Financial Reporting

Job Description:

The Finance Division is seeking an Associate Director to oversee the Accounting and Financial Reporting units. Under the direction of the Deputy Director of Finance, this Associate Director is responsible for performing the following duties:

- Ensure the successful operation of the Accounting unit functions.
- Manage the day-to-day operations of the Financial Reporting unit; supervise unit staff.
- Coordinate external audits conducted by the City's independent Certified Public Accountant, Department of Financial Services, Comptroller's Office and other governmental entities.
- Manage the generation of annual audited financial statements prepared under Generally Accepted Accounting Principles (GAAP) and the Annual Comprehensive Financial Report.
- Manage the preparation and distribution of correspondence to the NYC obligors concerning annual employer pension contributions.
- Manage the preparation and distribution of periodic reports requested by Federal, State, and City governmental entities.
- Evaluate and streamline processes for efficiency and automation.
- Develop, update, and maintain accounting and financial reporting procedures.
- Research and resolve accounting issues including evaluation and implementation of new accounting pronouncements to ensure US GAAP compliance.
- Act as a liaison with the Comptroller's Office, Office of Management and Budget, Office of the Actuary and other City agencies.

MINIMUM REQUIREMENTS ARE ATTACHED

New York City residency is required.

NYCERS is an Equal Opportunity Employer

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

Applicants must be permanent Administrative Accountant.

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING
NUMBER 009-22-0082 AND A COPY OF A CURRENT RESUME TO:**

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 525425

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 525425

DATED: 3/21/2022

POST UNTIL: Until Filled

**NYCERS POSTING NUMBER:
009-22-0082**



Preferred Skills and Experience:

- Ability to manage and execute multiple complex projects within required timeframes.
- Excellent analytical, written, and oral communication skills.
- Familiarity with the US GAAP and reporting standards.
- Experience with leading or managing audits.
- Strong computer skills and knowledge of accounting software, preferably Sage 300.

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.