



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

Civil Service Title: Administrative Accountant, M-7

Salary: \$140,000 - TBD (Annual)

Title Code: 10010

Division: Finance

Job Description:

The New York City Employees' Retirement System (NYCERS) seeks a Director of Finance. Under the direction of the Director of Deputy Executive Director, the areas of responsibility for this position cover Accounting, Banking, Financial Reporting, Enterprise Risk Management and Member Accounts.

The Director of Finance will have broad oversight of the Finance Division. Oversee the reconciliation and recording of all types of transactions into the accounting system, Sage 300. Oversee the development of financial reports such as annual financial statements prepared under Generally Accepted Accounting Principles (GAAP), the Comprehensive Annual Financial Report (CAFR), and the Annual Statement for the NYS Department of Financial Services (DFS). Oversee the processing, deposit and reconciliation of incoming funds from various sources. Oversee the management of, and adjustments to, members' individual accounts. Oversee the processing of check and EFT payments for Loans, Refunds, Death Benefits and Vendor Payments through the agency's payment system, C-Series. Develop best practices in the division and work with various teams throughout the organization to enhance processes. Interact with and support NYCERS' relationships with external stakeholders and partners such as regulators, external auditors, banks, NYC Comptroller's Office and Office of the Actuary as well other City agencies as necessary. Ability to work effectively with NYCERS' Executive Leadership Team. Direct the development of the program office for the agency's Enterprise Risk Management (ERM). Participate in agency-wide projects as a representative of the Finance Division, as necessary.

This position requires confidence, big-picture thinking, and the ability to lead the Finance team to deliver quality results. The Director should be able to see the strategic aspects of the work and translate strategy into action. A well-suited candidate will be able to react and adjust to changing conditions and develop practical ideas for dealing with them. The responsibilities are broad in scope, encompassing a wide variety of activities requiring rapid shifts in priorities.

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 009-19-0026 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 373989

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 373989

DATED: 11/08/2018

POST UNTIL: Until Filled

NYCERS POSTING NUMBER:
009-19-0026



Preferred Skills and Experience:

- A Baccalaureate degree in Finance, Accounting or a related field is required, CPA and/or Master's Degree preferred.
- 5+ years of managerial experience in a financial or accounting capacity.
- Excellent computer skills and knowledge of accounting software, especially Sage 300.
- Excellent written, verbal and analytical skills.
- Strategic big picture thinker.
- Ability to learn quickly, thoroughly, and in detail.
- Experience in Enterprise Risk Management preferred.

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.