New York City Employees’ Retirement System
Job Vacancy Notice CITYWIDE

Civil Service Title: Administrative Accountant, Non-Managerial

Salary: $58,700 – $92,000 (Annual)

Title Code: 1000B

Division: Finance
Unit: Accounting

Job Description:
The New York City Employees Retirement System (NYCERS) Finance Division is seeking an Assistant Supervisor in the Accounting unit. The Accounting unit records and maintains all monetary transactions in the accounting database; processes all the inflows (employer and employee contributions), check receipts for loans, deficits, buybacks, etc.; processes all non-periodic (all payments except pensions) outflows, payments to vendors and other authorized payments.

The successful candidate for this position will be responsible for, but not limited to:

- Assists the supervisor in the unit of day-to-day functions; assigns and reviews work, and ensures the unit functions at full capacity.
- Approves leave, evaluates performance, maintains supervisory notes, attends meetings as needed, keeps the supervisor abreast of changes, work functions, needs and takes action to correct inappropriate behavior.
- Seeks information on issues affecting the day-to-day work and/or strategic initiatives.
- Assisting the Division by participating in the LRP project discussion and adhering to, promoting, implementing and reinforcing NYCERS Mission, Vision and Values.
- Anticipating and organizing work unit needs. Evaluating and allocating resources and participating in change initiatives by implementing new directions and providing appropriate information and feedback.
- Offering ideas for improving work and team processes and demonstrating personal commitment to change through words and actions.
- Overseeing training of new or existing unit staff and provide guidance as needed.
- Identifying work processes that can be streamlined or automated and implementing initiatives to improve efficiency, fostering an environment conducive to continuous improvement and handling conflict fairly and sensitively.

Preferred Skills and Experience:

- Must possess Bachelor’s degree in Finance, Accounting, or a related field.
- Ability to prioritize/manage projects, and meet deadlines.
- Good written and oral communication skills; communicate in professional manner.
- Attention to detail and outstanding analytical skills.
- Strong computer skills and knowledge of accounting software, preferably Sage 300.
- Leadership experience is a plus.

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 009-24-0013 AND A COPY OF A CURRENT RESUME TO:
CITY EMPLOYEES: Employee Self Service (ESS), www.nyc.gov/ess. Search for Job ID#: 596237
ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 596237

DATED: 8/2/2023 POST UNTIL: 8/17/2023

NYCERS POSTING NUMBER: 009-24-0013
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.