



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

Civil Service Title: Administrative Retirement Benefit Specialist, M-2 (Non-Managerial) **Salary:** \$90,000 - \$97,000 (Annual)

Title Code: 8298C

Division: Finance

Unit: Accounting and Financial Reporting

Job Description:

The New York City Employees Retirement System (NYCERS) Finance Division is seeking a Supervisor to lead the Accounting and Financial Reporting unit. On the Accounting side, the 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. On the Financial Reporting side, the unit prepares the agency's annual audited financial statements, Annual Comprehensive Financial Report (ACFR), and various statistical reports requested by Federal, State, and City governmental entities including the NYS Department of Financial Services, the NYC Office of the Actuary, and Office of Management and Budget. The unit also prepares and distributes invoice letters to the NYC obligors concerning annual employer pension contributions and acts as a liaison between NYCERS and external auditors, examiners, and other City and State agencies.

The Unit Supervisor is responsible for performing the following duties:

- Manage the day-to-day operations of the Accounting and Financial Reporting unit; supervise unit staff
- Assist in the coordination of 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; research and resolve accounting issues including evaluation and implementation of new accounting pronouncements to ensure US GAAP compliance
- Identify work processes across units that can be streamlined or automated, implement initiatives to improve efficiency, foster an environment conducive to continuous improvement, and handle conflict fairly and sensitively
- Encourage, support, and coordinate Accounting and Financial Reporting teams to participate in the agency's Legacy Replacement Project discussion; adhere to, promote, implement, and reinforce NYCERS Mission, Vision, and Values
- Anticipate and organize unit needs, evaluate and allocate resources, and participate in change initiatives by implementing new directions and providing appropriate feedback
- Develop, update, and maintain Accounting and Financial Reporting unit procedures
- Research and resolve accounting issues including evaluation and implementation of new accounting pronouncements to ensure US GAAP compliance
- Review and post transactions to the accounting system; review periodic trial balances and other accounting reports; manage projects to implement system upgrades, user access, automation, and new reports
- Act as liaison with the Comptroller's Office, Office of Management and Budget, Office of the Actuary and other City agencies



Preferred Skills and Experience:

Interested applicants with other civil service titles who meet the preferred requirements may also submit a resume for consideration.

- Leadership/managerial experience; supervisory experience required.
- Must possess Bachelor's degree in Accounting, Finance or directly related field.
- 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 or university including or supplemented by 12 credits in mathematics, statistics, accounting, and/or actuarial science and four years of satisfactory full-time experience implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations, 18 months of which must have been in an administrative, managerial or executive capacity or supervising professionals implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations; or
2. An associate degree or 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and six years of satisfactory full-time experience as indicated in "1"; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and the 18 months of experience in a supervisory, administrative, managerial or executive capacity as described in "1" above.



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.

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.

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-24-0031 AND A COPY OF A CURRENT RESUME TO:

**CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 606794
ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 606794**

DATED: 9/21/2023

POST UNTIL: 10/6/2023

**NYCERS POSTING NUMBER:
009-24-0031**