

City of New York
DEPARTEMNT OF ENVIRONMENTAL PROTECTION
Citywide Job Vacancy Notice

Civil Service Title: Accountant	Level: 02
Title Code No: 40510	Annual Salary: \$47,228 / \$54,312 - \$75,555
Office Title: Accountant	Work Location: 59-17 Junction Blvd., Flushing, NY
Division/Work Unit: Capital Budget Management	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

Under general supervisor of the Director of Accounting, candidate should have the ability to independently handle all required accounting tasks which include but not limited to interpreting the City's Accounting Directives, implementing new Governmental Accounting Standard Board requirements, thorough understanding of the City's Financial Management System, with emphasis on capital and fixed assets, and Water Board's Customer Service System to ensure compliance of accounting requirements, analyzing and reconciling in general ledger accounts with system and financial reports, and all accounting related projects.

Specifically, the candidate will review and document all necessary accounting procedures to ensure the compliance of internal controls per Accounting Directive 1; ensure the proper accounting and reporting of all completed capital projects and purchased fixed assets in the City's Financial Management System; assist capital budget staff in identifying capital eligible spending in accordance with Accounting Directive 10 and 30; reconcile annual capital expenditure to capital reimbursement to the City; assist Water Finance Authority in gathering necessary information for financial reporting; monitor the annual closing calendar to ensure required reports, certificates and procedures are adhered to the Comptroller's Closing Instruction; maintain a properly structured Chart of Accounts and the utilization of these accounts in the Customer Information System (CIS) for the Bureau of Customer Services; establish accounting procedures, set up new general ledger accounts and/or assist in creating written accounting procedures and reports for new products or services; ensure proper accounting control of the CIS by reviewing and analyzing system reports, documentation and data feeds; develop, document and standardize cash payment procedure to facilitate the reconciliation of cash and bank accounts; review and document procedures of cash disbursements to ensure proper accounting controls are in place; work with Water Board, Water Finance Authority, all DEP Bureau, Office of Information Technology and other City Agencies to resolve any accounting related issues and implement of new accounting requirements; and handle all accounting related ad hoc projects.

Qualification Requirements

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in accounting, including one course each in advanced accounting and auditing; *or*
2. A valid New York State Certified Public Accountant license.

Special Note

To be eligible for placement in Assignment Level II individuals must have, in addition to meeting the minimum requirements, at least one year of experience as an Accountant Level I or at least two years of satisfactory full-time professional accounting or auditing experience.

Essential Skills

N/A

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right corner of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word
 placing the JVN# on the upper right corner of your resume as well as in the subject line to:

Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

Post Date: 2/21/2012	Post Until: 03/6/2012	JVN: 826-12-98330-Budget
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