

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Accountant	Level: I
Title Code No: 40510	Salary: \$44,278-\$47,000 Frequency: ANNUAL
Business Title: Budget Coordinator	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Capital Budget Unit	Number of Positions: 1
Job ID: 211079	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks a candidate to serve as a Coordinator for the Capital Budget Unit. Under the direction of the Director of Capital Budget, the candidate recruited will be responsible for the coordinating and preparing the Department's tri-annual capital commitment plans, processing Certificate to Proceed (CP) and Budget Code Modification (BCM) requests; maintaining and updating the Financial Management System to reflect current capital commitments and registrations; tracking progress of capital projects to ensure that adequate funds are available to ensure timely completion; preparing and managing the department's IFA budget and maintaining the Department's Fixed Assets inventory and tracking liquidations. The incumbent will also be responsible for the production of reports and spreadsheets containing data concerning capital projects, contract registrations, Certificate to Proceed information and project milestones, serving as the liaison with internal project managers, the department's Central Office of Procurement (COP), the Mayor's Office of Management and Budget (OMB), the Department of Design and Construction (DDC) and the NYC Comptroller's Office to ensure the coordination of capital financial planning; and performing related duties as assigned.

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 - Assignment Level I or at least two years of satisfactory full-time professional accounting or auditing experience.

Preferred Skills

Experience working in the fields of budgeting, contracts, or financial services is a plus;
 Microsoft Office (Word, Excel, PowerPoint, and Outlook) proficiency;
 Ability to gather sensitive information and maintain a high level of confidentiality;
 Excellent writing, communication, analytical and problem-solving and organizational skills.

Residency Requirements

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.

To Apply

For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess and search for Job ID#:211079.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#: 211079

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Post Date: 08/31/2015

Post Until: 09/14/2015

The City of New York and the Department of Correction are Equal Opportunity Employers