

**City of New York**  
**DEPARTMENT OF CORRECTION**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Accountant	<b>Level:</b> I
<b>Title Code No:</b> 40510	<b>Salary:</b> \$46,000-\$56,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Uniformed Resources Allocation Control (URAC) Coordinator	<b>Work location:</b> 75-20 Astoria Blvd., East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Management Budget/Uniformed Resources Allocation Control	<b>Number of Positions:</b> 1
<b>Job ID:</b> 212397	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction seeks a candidate to serve as a Coordinator for the Uniformed Resources Allocation Control Unit (URAC). Under general supervision, the candidate recruited will be responsible for collecting and auditing facilities weekly schedules; ensuring compliance with the Uniformed Table of Organization (TO) and reporting on findings; working with non-uniform and uniform staff at various levels; preparing notifications for all table of organization modifications and construction escort authorizations; assisting with maintaining the uniformed table of organization; adjusting staffing levels in response to changes in the inmate population levels; monitoring the Departmental Overtime Management Accountability System (OTMAPS); providing OTMAPS user support and assisting with the design and implementation of training for management and users; performing analysis and participating in special projects on an ad hoc basis; compiling the daily headquarters overtime reporting; preparing overtime excel spreadsheets; and performing related duties as assigned.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), 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**

Microsoft Office (Word, Excel, PowerPoint, and Outlook) and other databases proficiency;  
 Ability to gather sensitive information and maintain a high level of confidentiality;  
 Excellent writing, communication, analytical, 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](http://www.nyc.gov/ess) and search for Job ID#:212397.

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#:212397

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

Only candidates under consideration will be contacted.

**Post Date:** 09/04/2015

**Post Until:** 09/18/2015

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