



The New York City Municipal Water Finance Authority

75 Park Place, 6th Floor
New York, NY 10007
Phone: 212-788-5889
Fax: 212-788-9197

JOB TITLE: One (1) Assistant Analyst/Analyst [Accountant]

CONTROL CODE: WAT-08-01

The New York City Municipal Water Finance Authority (“NYCWFA”) and other financing entities

JOB DESCRIPTION:

The New York City Municipal Water Finance Authority is seeking (1) Accountant. The duties of these positions include the following responsibilities, performed for multiple entities:

Daily monitoring of holdings and investments in order to assure availability of funds necessary for payments, including payments to bondholders, and to provide timely investment instructions, Prepare instruction letters for payments, transfers and investments to be made, Confirm and verify payments, transfers and investments, Verify and monitor cash receipts, Reconcile monthly bank and trust account statements, Prepare and record monthly journal entries, Prepare, monitor and update cash forecasts and budgets for receipts and expenditures, Prepare routine and ad-hoc quantitative analyses and reports, as required, Perform word processing assignments, as required, Maintain organized documentation files for ease of reference and audit support, Assist in the preparation of year-end financial statements, and Assist in responding to requests and inquiries from auditors and others.

QUALIFICATIONS/REQUIREMENTS:

ASSISTANT ANALYST (\$36,362-\$40,724): Bachelor’s degree in Accounting or a related subject with no or one year of full-time experience in a related field, or equivalent experience.

ANALYST (\$48,482+): Bachelor's degree and a minimum of two years of full-time experience in accounting or a related field; or an awarded Master's degree in Business, or Accounting, or equivalent experience.

Additional Requirements:

Strong knowledge of, and experience using, Microsoft Excel and Word programs is required; familiarity with Microsoft Great Plains accounting program is desirable. Strong organization, quantitative and communication skills are required.

BENEFITS:

NYCWFA offers a generous benefits package, including pension, deferred compensation plan, health insurance and paid and/or accrued compensatory time.

HOW TO APPLY:

Include the control code in the upper right hand corner of your resume.

Submit resume, cover letter and salary history.

Forward your information to:

The New York City Municipal Water Finance Authority
C/O NYC Office of Management & Budget
75 Park Place – 8th Floor
New York, York, NY 10007
E-mail: nycombrt@omb.nyc.gov

**THE NEW YORK CITY MUNICIPAL WATER FINANCE AUTHORITY AND THE CITY OF NEW YORK
ARE EQUAL OPPORTUNITY EMPLOYERS**

You must be a City resident within 90 days of the date of appointment
and you must be legally eligible to work in the United States.