



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATIONS CENTER  
18 WASHINGTON STREET  
NEW YORK, NY 10004

**REQUIRED FORMS**

APPLICATION FORM  
FOREIGN EDUCATION  
FACT SHEET  
(IF APPLICABLE)  
  
EDUCATION AND  
EXPERIENCE TEST PAPER

RUDOLPH W. GIULIANI  
Mayor

**NOTICE  
OF  
EXAMINATION**

WILLIAM J. DIAMOND  
Commissioner

**ACCOUNTANT (HHC)  
Exam. No. 1009  
(For The New York City Health and Hospitals Corporation Only)**

**WHEN TO APPLY: From: June 6, 2001      APPLICATION FEE: \$35.00**  
**To: June 26, 2001      Payable only by money order to D.C.A.S. (EXAMS)**

**THE TEST DATE:** Multiple-choice test expected to be held on **Saturday, October 20, 2001.**

**WHAT THE JOB INVOLVES:** Accountants, under supervision, perform professional accounting work of moderate difficulty and responsibility internally in City agencies or in conducting field audits and investigations; work independently or with others in executing responsible accounting assignments following prescribed rules of procedure; perform related work.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:** The current minimum salary is \$30,269 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

**HOW TO QUALIFY:**

**Education Requirements:** By the last day of the Application Period you must have:

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

You may be given the test before we check your qualifications.

**Medical Requirement:** In accordance with applicable Federal, state and local laws and regulations, the NYC Health and Hospitals Corporation has established medical standards for this position. Accordingly, all eligibles will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met. Additionally, eligibles will be subject to a drug screening test prior to the date of appointment.

**Residency:** City residency is not required for this position.

**English Requirement:** Candidates must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the New York City Health and Hospitals Corporation.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**REQUIRED FORM(S):**

- 1. Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
- 2. Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.2, A.4 and C, if applicable. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
- 3. Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

**THE TEST:** You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on generally accepted accounting principles; generally accepted auditing standards; arithmetic computations; reading comprehension; written communication, including report writing; and other related areas.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you meet the education requirements and pass the multiple-choice test, your name will be placed in score order on a HHC eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**List Termination:** The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the NYC Health and Hospitals Corporation.

**Promotion Test:** A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

This examination is for positions with Health and Hospitals Corporation (HHC) only. If you would like to apply for Accountant in City agencies you must submit a separate application and fee for Exam. No. 0046 from June 6, 2001 through June 26, 2001.

**SPECIAL TEST ACCOMMODATIONS:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

---

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The New York City Health and Hospitals Corporation is an Equal Opportunity Employer.  
Title Code No. 405100; Accountant Occupational Group.

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS  
Internet: [nyc.gov/html/dcas](http://nyc.gov/html/dcas)**