CITYWIDE VACANCY NOTICE

Civil Service Title:	Accountant I (Per-Diem)	Salary:	$30.94* Hourly - (Non-City minimum) $35.58** Hourly - (City minimum)
Title Code:	40510	Number of Positions:	1
Office Title:	Analyst (Per-Diem)	Work Location:	2 Lafayette Street, NYC

Division/Work Unit: Bureau of Financial Services/Vendor Payment

Additional Information:

In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Accountant or have taken the most recent Accountant service exam and be reachable for appointment from the resulting list.

This Per Diem position is full-time (35 hours per week) and is paid an hourly rate. Per Diem employees who work 35 hours/week receive health and dental benefits. Leave accrual rates for annual leave and sick leave is based on hours worked. Paid holidays will commence after 18 months of full-time employment.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

The Bureau of Financial Services is responsible for administering the agency's operating and capital budgets. The Bureau ensures funds are available for the procurement of goods and services, invoices are paid in a timely manner, and that all funds are spent on allowable services, with reasonable and auditable costs that reflect the agency's mission. The Bureau reviews audited financial statements from providers and investigates areas of concern. Vendor Payment ensures that provider agencies, vendors, and clients are reimbursed for goods and services in a timely and accurate manner. The unit works to ensure the completion of timely payments on allowable expenses to contractors. The Vendor Payment Unit processes payments in the amount of $480m baseline and over $39 million in discretionary contracts annually.

The Bureau of Financial Services seeks a dynamic, motivated and detail-oriented individual to serve as an Analyst in the Vendor Payment Unit. The Analyst will perform desk audits, provide fiscal technical assistance and conduct complex financial and analytical tasks for the Bureau of Financial Services. With latitude for decision making, the candidate will report to the Supervisor of Vendor Payments Unit. The candidate responsibilities will include but are not limited to:

- Conduct desk audits on invoices, review and process payments, and advances.

- Provide fiscal technical assistance to contracted NYC Aging agencies.

- Prepare responses verbally and in writing regarding inquiries from contracted agencies and agency personnel officers to resolve problems related to invoices.

- Formulate and maintain contract ledgers according to established budget codes.

- Reconcile PASSPort contracts with NYC Financial Management System (FMS).

- Summarize and present weekly reports for Bureau of Financial Services management staff.

- Assist in other ad-hoc and special projects as assigned.

*Non-City rate (non-City candidates & candidates with less than 2 years of City Service)
**City incumbent rate (Candidates with 2 or more active years of City Service)

Minimum Qualifications:

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.

Preferred Skills:

- Preferred knowledge of Microsoft Excel, Word, PowerPoint as well as excellent writing and oral communication skills.

- Advanced skills in Excel such as the ability to use Pivot tables, V-look-ups and to create transparent spreadsheets.

- Knowledge of the PassPort (NYC's Procurement and Sourcing Solutions Portal).

- Knowledge of the HHS Accelerator Financial System and its CPR feature.

- Ability to work independently and with minimal supervision.

- Excellent oral and written communication skills.

- Takes initiative to identify ways in which processes can be improved.

- Superior organizational skills with strong attention to detail.

- Excellent customer service skills with ability to problem-solved.

- Strong analytical background that can use data to produce models, summary statistics and reports.

- Comfortable with embracing technology to support and enhance operations.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

55-a Program:

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

TO APPLY
Please be sure to submit a resume & cover letter when applying.
All current City Employees may apply by going to Employee Self Service (ESS) http://cityshare.nycnet/ess
Click on Recruiting Activities/Careers and Search for Job ID # 694634
All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 694634
Please do not email, mail or fax your resume to NYC Aging directly.

| Posting Date: | **January 8, 2025** | Post Until: | **Filled** | JVN No. | **125-25-23 CW** |