

CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE			
Civil Service Title:	Accountant II	Salary:	\$65,091 * - (Non-City minimum) \$74,855 ** - (City minimum)
Title Code:	95016	Number of Positions:	1
Office Title	Analyst	Work Location:	2 Lafayette Street, NYC
Division/Work Unit: Bureau of Financial Services/Administrative Payment			
Additional Information: <i>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 civil service exam and be reachable for appointment from the resulting list.</i> <i>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.</i> <i>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.</i>			
Job Description: With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.775 million older New Yorkers, the New York City Department for the Aging (NYC 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. The Bureau of Financial Services seeks a dynamic, motivated and detail-oriented individual to serve as an Analyst in the Administrative 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 Director of the Administrative Payment Unit. The candidate responsibilities will include but are not limited to: The Bureau of Financial Services seeks a dynamic, motivated and detail-oriented individual to serve as an Analyst in the Administrative 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 Director of the Administrative Payment Unit. The candidate responsibilities will include but are not limited to: <ul style="list-style-type: none">• Audit OTPS invoices and claims for payment by ensuring invoices and supporting documentation are reviewed for accuracy, Purchase orders and contracts are reviewed for availability of funds under appropriate budget and object codes and payment requests are entered in GAL (General Accounting Ledger) and FMS (Financial Management System) accurately and timely. Apply level 3/5 approval to payment requests processed by other staff. Approve payments in PASSPort (NYC's Procurement and Sourcing Solutions Portal).• Assist with Senior Center Lease Registrations, Lease Surveys and Reports to OMB and the Comptroller's Office.• Prepare Journal Vouchers (J5E), Manual Accrual (ACC) and Accrual Clearing (ACL) Documents.• Maintain Fund Ledgers for object codes assigned by ensuring OTPS reconciliation is performed monthly for object codes assigned and discrepancies are resolved timely.• Prepare financial schedules, projections, expense reports and other related work.• Perform special projects as directed by Unit Director. *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: <ul style="list-style-type: none"> • Strong understanding of accounting rules and procedures. • Strong analytical, communication, and interpersonal skills. • Ability to work independently, prioritize and work well as a team. • Proficient in Microsoft Office, knowledge or experience with QuickBooks Online, FMS and Passport. 		
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		
<p style="text-align: center;"><u>TO APPLY</u></p> <p style="text-align: center;">Please be sure to submit a resume & cover letter when applying.</p> <p style="text-align: center;">All current City Employees may apply by going to Employee Self Service (ESS) http://cityshare.nycnet/ess</p> <p style="text-align: center;">Click on Recruiting Activities/Careers and Search for Job ID #715456</p> <p style="text-align: center;">All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #715456</p> <p style="text-align: center;">Please do not email, mail or fax your resume to NYC Aging directly.</p>		
Posting Date:	June 17, 2025	JVN No. 125-25-49 CW

Post Until:	Filled
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