



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS

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

ADMINISTRATIVE ACCOUNTANT

Exam No. 1023

WHEN TO APPLY: From: February 2, 2011
To: February 22, 2011

APPLICATION FEE: \$68.00
If you pay online by credit card, bank card or
debit card, you will receive a \$5.00 discount.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 18, 2011.**

WHAT THE JOB INVOLVES: Administrative Accountants, under direction, with much latitude for independent action or decision, direct and administer the activities of an accounting division or equivalent organizational unit with an accounting or financial function; plan, assign, supervise, review and coordinate the work of subordinate accounting and clerical staff and devise methods and procedures for staff; supervise and participate in the preparation of periodic budgetary reports, financial reports, and other related accounting reports of a complex nature; develop audit procedures, forms, techniques and systems for the maintenance of fiscal controls and statistical records; participate in preparation and revision of accounting manuals and instructions; make recommendations regarding departmental policy; conduct or participate in hearings or conferences with all levels in or out of government relating to the functions of the division or unit, including managing vendor relationships; supervise and participate in operational auditing, financial forecasting and feasibility studies; may serve as consultant on important, difficult and unusual problems; with general instruction, may represent or testify for the agency on important accounting matters, before boards, commissions, civic groups, legislative bodies, or other organizations. All Administrative Accountants perform related work.

Special Working Conditions: Administrative Accountants may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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: Salaries will be commensurate with the level of responsibility of the managerial assignment and will be consistent with the Managerial Pay Plan.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets. If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.
2. **By Mail:** Refer to the "Required Forms" section below for the forms that you must fill out. All completed forms and the application fee, payable by money order to DCAS (EXAMS), should be returned to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting the application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

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

1. A baccalaureate degree from an accredited college or university, including or supplemented by 24 semester credits in accounting, including one course each in advanced accounting and auditing **and** four years of satisfactory full-time professional accounting or auditing experience, at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising a staff performing accounting or auditing work; or
2. A valid New York State Certified Public Accountant license **and** at least 18 months of satisfactory full-time professional accounting or auditing experience in an administrative, managerial or executive capacity or supervising a staff performing accounting or auditing work.

The college or university must be 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).

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

English Requirement: You 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 City of New York.

REQUIRED FORMS:

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:** Fill out **Sections A.1 (if applicable), A.2, A.4, A.6, B, 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. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Be sure to write your examination number and social security number on each of the remaining pages of this form. **If you are applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience 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 designed to assess the extent to which you have certain managerial skills/abilities deemed to be important to the performance of the job tasks of an Administrative Accountant. The pass mark for the multiple-choice test will be 70.00.

Some test questions may be answered on the basis of documents and/or other information supplied to you on the day of the test and may assess your ability to judge actions regarding hypothetical problems and decisions, but all questions will relate to any of the following job task categories:

- **Overseeing Financial Functions**
- **Providing Information and Advice**
- **Management Control**
- **Performing & Directing Financial Work**
- **Planning & Staffing**
- **Managing Production & Work Flow**
- **Reporting & Analyzing Data**
- **Communicating and Liaising**

Questions based upon the above task categories may require the use of any of the following skills/abilities:

- **Identifying Problems & Making Decisions** - includes abilities such as Analytical Thinking; Quantitative Analysis & Interpretation; Judgment & Decision-Making; Planning & Organizing; and Innovation.
- **Working Effectively** - includes abilities such as Management of Financial, Material and/or Personnel Resources; Monitoring; Time Management; Persistence; Adaptability/Flexibility; and Stress Tolerance.
- **Communicating** - includes abilities such as Written Comprehension and Written Expression.
- **Interacting with Others** - includes abilities such as Persuading & Influencing Others; Conflict Resolution; Concern for Others; Coaching & Mentoring; and Teamwork.

- **Acting Responsibly** - includes abilities such as Integrity; Dependability; Achievement/Effort; Initiative & Independence; Attention to Detail; Self Control; and Updating & Using Relevant Knowledge.

A passing score on this test will satisfy the requirement that candidates pass a qualifying test for entry into the Managerial Service.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your score may be nullified and your application fee will not be refunded.

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 and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an 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:

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.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 10001; The Managerial Service.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas