

Associate Accountant

Announcement Posted:

04/16/24

Responses must be hand delivered or postmarked by:

04/26/24

Salary Range:

\$84,156 to \$106,454

Location:

Division of Budget, Finance and Data Management
40 North Pearl Street
Albany, NY 12243

Grade:

23

of Positions:

1

Candidates Must Meet the Following Qualifications:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 or 52.6 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at

<https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

OR

Reachable on the appropriate eligible list in Albany.

Duties of Position:

The OTDA Bureau of Financial Services is seeking an Associate Accountant to work in a team environment within the Field Unit. The incumbent of this position will be responsible for the oversight of Federal and State reimbursement claims submitted by local district social service agencies. Duties include:

- Reviewing district claims for appropriateness by analyzing the supporting documentation maintained by the local district and interacting with district staff as necessary. The claims review process is critical to monitor district compliance with claiming requirements for state and federal reimbursement. This activity is validated during the single audit process and is considered an essential function of the agency's oversight of federal grants. During the review, claims submitted for reimbursement are sampled and examined to check that proper procedures are being followed by district staff. Deficiencies in substance, process or compliance are reported, and often training opportunities are identified.
- Perform SNAP Management Evaluations and document observations. The SNAP management evaluation review process is required under the agency's USDA approved management evaluation plan and is essential in monitoring district compliance with reporting requirements for overpayment claims.

During the review, reports submitted to USDA are sampled and examined to check that proper procedures are being followed by district staff. Similar to the claims review duty, deficiencies are reported, and potential training opportunities are identified.

- Supervision of one or more Accountant Trainees and/or Senior Accountants. This will include training staff on claims reviews, SNAP Management Evaluations and performing a full range of supervisory duties.
- Providing technical assistance to district staff and responding to their inquiries. The technical assistance and training duty is essential in assisting districts to utilize our agency's financial systems. On-site and/or WebEx sessions are conducted to train new district accounting staff and provide specialized training to veteran staff in accounting functions. The incumbent is also required to answer requests for assistance/guidance received daily through emails and phone calls. Due to the number of districts served, the continual turnover of district staff, on-going introduction of new regulations, initiatives, claims and system modifications, this function encompasses a wide range of activities. Additionally, the candidate will be required to become familiar with the Fiscal Reference Manual.

The ideal candidate will be self-motivated, detail oriented, and highly organized. The candidate should be comfortable using Outlook, Word, Excel, SharePoint, TEAMS, WebEx and other software needed to conduct claims reviews and support district staff in a remote or on-site environment.

Conditions of Employment:

You must be a current New York State employee to apply for this position. A full-time, permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Travel is anticipated at 25%

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Remarks:

- **Candidates should reference posting 24-115 when submitting your application.**
- **If submitting electronically, please reference posting 24-115 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color ("BIPOC"); LGBTQIA+ individuals; women; people with disabilities; and military veterans.