

## Senior Accountant (NY HELPS); OR Accountant Trainee 1; OR Accountant Trainee 2

### Announcement Posted:

04/23/24

### Responses must be hand delivered or postmarked by:

05/03/24

### Salary Range:

\$65,001 to \$82,656 (Senior Accountant); **OR**

\$52,198 (Accountant Trainee 1); **OR**

\$58,247 (Accountant Trainee 2)

### Location:

Division of Budget, Finance and Data Management

40 North Pearl Street

Albany, NY 12243

### Grade:

18/NS

### # of Positions:

1

### Candidates Must Meet the Following Qualifications:

NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required, but all candidates must meet the minimum qualifications of the title for which they apply. At this time, agencies may recruit and hire employees by making temporary appointments. In May 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive, and the official probationary period will begin.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

### NON-COMPETITIVE QUALIFICATIONS:

For Trainee 1, you must have a bachelor's or higher degree in accounting, auditing, or taxation; OR 2. A bachelor's or higher degree with 24 semester credit hours in accounting, auditing, or taxation courses.

For Trainee 2 you must also have:

Either 1. One year of professional experience in accounting/auditing or financial internal or field auditing, where you were responsible for the full range of activities in the design and/or review, analysis and management of accounting systems, resulting in the preparation of, or recommendations on, financial statements in accord with generally accepted accounting principles; OR

2. A master's or higher degree in accounting, auditing, or taxation.

For the Full Performance Level you must also have:

Either 1. Two years of professional experience in accounting/auditing or financial internal or field auditing, where you were responsible for the full range of activities in the design and/or review, analysis and management of accounting systems, resulting in the preparation of, or recommendations on, financial statements in accord with generally accepted accounting principles; OR

2. A master's or higher degree in accounting, auditing, or taxation AND one year of professional experience in accounting/auditing or financial internal or field auditing, where you were responsible for the full range of activities in the design and/or review, analysis and management of accounting systems, resulting in the preparation of, or recommendations on, financial statements in accord with generally accepted accounting principles; OR

3. A currently valid Certified Public Accountant license and registration issued by New York State.

Experience NOT considered qualifying are activities restricted to teaching, bookkeeping, maintaining/auditing payroll records or accounts receivable/accounts payable, or preparing tax returns.

**OR**

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above.

Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.ny.gov/55b-c-recruitment-resources-center).

**COMPETITIVE QUALIFICATIONS:**

Eligible for a lateral transfer or eligible for transfer under Section 70.1 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 a Senior Accountant/Trainee to work in a team environment within our Upstate Field Unit. This position provides essential fiscal support to NYS Social Services District staff in addition to agency oversight of Federal and State grants. Duties include:

- Conducting Claims Reviews to monitor district compliance with claiming requirements for state and federal reimbursement. This activity is considered an essential function of the agency's oversight of federal grants.
- Completing the SNAP Management evaluations. This review process is required under the agency's USDA approved management evaluation plan and is essential in monitoring district compliance with reporting requirements and overpayment claims.

- Technical assistance and training functions assist district staff in utilizing our agency's financial systems.

## **Conditions of Employment:**

A full-time, permanent or temp appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. This position is currently conducting all reviews remotely, but future reviews may involve overnight travel. Travel could be as much as 25%.

The ideal candidate will have a willingness to learn the agency's financial systems and Fiscal Reference material to assist district personnel. This is a great entry-level opportunity that will expose the right candidate to a wide range of activities. We provide extensive training, and you can rely on your team members and supervisor to guide you as you develop expertise in claims reviews, fiscal systems, and development of training material.

Candidates must be legally authorized to work in the United States.

Remarks:

- **Candidates should reference posting 24-116 when submitting your application.**
- **If submitting electronically, please reference posting 24-116 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.