

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

Announcement Posted:

4/11/2025

Responses must be hand delivered or postmarked by:

06/30/2025

Salary Range:

\$66,951 to \$85,138 (Senior Accountant); OR

\$53,764 (Accountant Trainee 1); OR

\$59,994 (Accountant Trainee 2)

Location:

Division of Budget, Finance and Data Management

Bureau of Financial Services

40 North Pearl Street

Albany, NY 12243

Grade:

18/NS

of Positions:

1

Candidates Must Meet the Following Qualifications:

To be considered for this position, you must provide an unofficial transcript showing 24 semester credit hours in the approved discipline as outlined below in the minimum qualifications. 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.

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, candidates may be hired via a non-competitive appointment if they meet the below NY HELPS minimum qualifications.

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 level, A bachelor's degree in accounting, auditing, or taxation or a bachelor's degree with 24 semester credit hours in accounting, auditing, or taxation courses.

For Trainee 2 level, A bachelor's degree in accounting, auditing, or taxation or a bachelor's degree with 24 semester credit hours in accounting, auditing, or taxation courses 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.

Substitution:

A master's or higher degree in accounting, auditing, or taxation may substitute for one year of experience.

For the Full Performance Level, A bachelor's degree in accounting, auditing, or taxation or a bachelor's degree with 24 semester credit hours in accounting, auditing, or taxation courses and 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.

Substitution:

A master's 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 a currently valid Certified Public Accountant license and registration issued by New York State.

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

Note that courses such as business law, economics, statistics, and most finance courses, although taken as part of an accounting curriculum, cannot be counted toward the 24 semester credit hours.

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 Senior Accountant/Accountant Trainee position is within the Federal Reporting Unit of the Bureau of Financial Services. The Unit prepares and files required Federal Financial Reports for funds awarded to the Office of Temporary and Disability Assistance (OTDA).

Duties of this position include:

- Preparing Federal Financial Reports.
- Analyzing applicable laws, regulations, and policy guidance for changes to reporting requirements.
- Responding to requests for information from auditors and other OTDA, federal, and state staff members.
- Working on additional projects as needed.

This position requires strong analytical, organizational, and communication skills. Proficiency in Microsoft Office, the Statewide Financial System (SFS), and other applications used in financial reporting is preferred.

Conditions of Employment:

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

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

Remarks:

- **Candidates should reference posting 25-067 when submitting your application.**
- **If submitting electronically, please reference posting 25-067 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.