

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

**Announcement Posted:**

03/06/2025

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

06/06/2025

**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

Fiscal Systems Bureau

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, 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).

**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 Division of Budget, Finance and Data Management's Fiscal Systems Bureau is seeking Senior Accountants/Trainees eager to work on agency fiscal systems. These positions reside in the Legacy Systems Unit and will support the legacy fiscal systems that are used by Social Services District (local district) accounting staff. The incumbents will also participate on a multi-year project to implement a new Statewide Benefit Issuance System as part of the Integrated Eligibility System (IES) project and will provide key support as subject matter experts for financial management. Duties will include, but will not be limited to, the following:

- Analyze Federal and State laws, proposed Federal and State legislation, departmental releases, program policy, fiscal policy, rules, work methods/procedures, and regulations to determine the fiscal impact to the existing fiscal systems and the financial management component of the IES project, as well as the impact of changes upon local social services districts.
- Determining legacy system changes needed, reviewing and developing business requirement documents, participating in the development of testing plans for system changes and conducting user acceptance testing for the computer accounting system used by local district accounting staff.
- Maintain various fiscal system procedural manuals that are used by local district accounting staff.
- Contribute to the planning, analysis, and design of the statewide IES by identifying business and functional requirements with a focus on the financial management.
- Become a subject matter expert within the IES financial management project.
- Actively participate in meetings and prepare documentation as needed, as well as prepare responses to inquiries about fiscal systems or procedures and IES from local social services districts, other agencies, or department staff.
- Frequently communicate both verbally and in writing with other members of the Fiscal Systems Bureau, as well as other areas of OTDA, and other state agencies.
- Effectively manage and prioritize project deadlines and assist unit members meeting these deadlines and adapt to dynamic changes to priorities and deadlines.
- Perform system testing as the IES project progresses to the level which requires the Fiscal Systems Bureau to assess functionality is working to specifications, then report on this performance to appropriate unit members.

The ideal candidates will have a willingness to learn the agency's existing financial systems and Fiscal Reference material to assist IT personnel. This is a great entry-level opportunity that will expose the right candidates 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 the fiscal process.

### **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.

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.

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 25-045 when submitting your application.**
- **If submitting electronically, please reference posting 25-045 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.