

**Senior Accountant; OR**  
**Accountant Trainee 1; OR**  
**Accountant Trainee 2**

**Announcement Posted:**

02/01/23

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

03/31/23

**Salary Range:**

\$61,270 to \$77,912 (Senior Accountant); **OR**

\$49,202 (Accountant Trainee 1); **OR**

\$54,903 (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:**

**Senior Accountant (SG-18):**

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

**Accountant Trainee 1 (NS=SG-14):**

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

**Accountant Trainee 2 (NS=SG-16):**

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **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:

- Conduct 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.
- Complete 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.
- Provide technical assistance and training functions to assist district staff in utilizing our agency's financial systems.

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.

This position is currently conducting all reviews remotely, but future reviews could involve travel. Travel could be as much as 25%.

## 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.

## Remarks:

- **Candidates should reference posting 23-018 when submitting your application.**
- **If submitting electronically, please reference posting 23-018 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**
- **This position meets the criteria for appointment under 55-b and 55-c of Civil Service Law.**
- **Veterans may be entitled to additional compensation if this position is filled via a traineeship. Applicants should identify themselves as a Veteran if this applies to you.**