

**Senior Accountant (SG-18); OR
Accountant Trainee 1 (NS=SG-14); OR
Accountant Trainee 2 (NS=SG-16)**

Announcement Posted:

05/04/22

Responses must be hand delivered or postmarked by:

07/03/22

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:

2

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:

Within the Expenditures Unit of the Bureau of Financial Services the incumbent will perform the following duties under the general direction of an Associate Accountant:

Performance of activities related to all phases of settlements of Local Social Services Districts claims for reimbursement including:

- Preparation of the claims settlements on a monthly and/or quarterly basis
- Settlement of the Summer Youth Employment Program (SYEP) claims and preparation of related documentation
- Preparation and/or review of policy directives
- Participate in requirements and testing of new Settlement System project
- Participate in any testing of updates to existing Settlement System
- Participate in design and testing of reports created from claiming database for use by local districts and state staff
- Monitor ceiling reports for necessary claiming adjustments
- Preparation and submission of FFATA reporting
- Prepare quarterly report of liabilities to Office of the State Comptroller
- Other duties as determined necessary by supervisor and unit manager.

Desired Competencies:

- Accurate, timely, detail oriented
- Ability to effectively communicate with external and internal customers in a professional manner
- Ability to correspond professionally and follow up as necessary
- Ability to work in a team atmosphere

Conditions of Employment:

Full-time, permanent appointments 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 22-135 when submitting your application.**
- **If submitting electronically, please reference posting 22-135 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.**