

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

**Announcement Posted:**

10/04/23

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

12/31/23

**Salary Range:**

\$63,108 to \$80, 248 (Senior Accountant); **OR**

\$50,678 (Accountant Trainee 1); **OR**

\$56,550 (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:**

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

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/>.

**Please note:** Titles which require special qualifications must also meet the following criteria:

- Possess 24 semester credit hours in accounting, auditing, or taxation courses.

**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 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 could involve a combination of day trips, as well as 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.

### **Remarks:**

- **Candidates should reference posting 23-225 when submitting your application.**
- **If submitting electronically, please reference posting 23-225 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.**