

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

Announcement Posted:

1/27/2026

Responses must be hand delivered or postmarked by:

2/6/2026

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:

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, 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, 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.

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 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.

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.

Conditions of Employment:

A full-time permanent appointment will be made. This position is currently conducting all reviews remotely, but future reviews may involve overnight travel. Travel could be as much as 25%. 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 26-011 when submitting your application.**
- **If submitting electronically, please reference posting 26-011 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. In alignment with New York State's Executive Orders 187 and 31, OTDA is committed to advancing diversity, equity, inclusion, and accessibility by fostering an inclusive workplace.