

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 Finance Bureau is seeking a Senior Accountant/Trainee in our Fiscal Policy Unit. The unit has primary responsibility for the Random Moment Study (RMS), coordination of the review and approval of district cooperative agreements, maintaining the agency Fiscal Reference Manual and providing responses to fiscal policy issues and questions. The incumbent will serve under the general direction of an Associate Accountant and will perform the following duties:

- Manage the day-to-day operation of the Random Moment Study (RMS) which includes supervising subordinate staff.
- Maintain appropriate records and documentation to support RMS outcomes and generate periodic reports.
- Work directly with IT staff reporting and resolving RMS system issues. Additionally, this position will play an active role in the future re-design of a new RMS system. The candidate will participate in the requirements, testing, training, and implementation phases of the project.
- Coordinate the review and prepare correspondence to districts and other entities in response to fiscal policy issues or questions submitted for clarification or consideration.
- Analyze federal and state budgets, laws and regulations and other process documentation to determine the resulting impact on fiscal policy. This will include technical writing expertise to update the agency's Fiscal Reference Manual.
- Assist in the coordination and review of district cooperative agreements.

The ideal candidate will be self-motivated, detail oriented, organized and enjoys working in an environment with a steady workload and diverse activities. This is a great entry-level opportunity and will provide a candidate with invaluable supervision, writing and analysis experience.

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 23-019 when submitting your application.**
- **If submitting electronically, please reference posting 23-019 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.**