

**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:

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:

Within the Field Operations 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 aspects of Local Social Services Districts technical assistance and fiscal oversight, including:

- Conduct on-site or remote Claims Reviews and SNAP Management Evaluation reviews
- Ensure effective district fiscal controls are in place
- Monitor and review district claims
- Assist districts with periodic review of financial information to maximize reimbursement
- Follow-up with districts on questions, training needs and claiming corrections
- Document claims review and SNAP management evaluation findings
- Prepare written correspondence to districts detailing findings and corrective action
- Develop and deliver training on various financial systems used by district staff
- Prepare and deliver presentations for delivery at annual fiscal training sessions
- Provide technical assistance to district staff on various financial systems and accounting functions
- Read and become familiar with agency directives and fiscal reference material

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:

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. Travel is required. Travel includes areas that may not be served by public transportation. The amount of travel is estimated at 25% or less and includes both day trips and overnight stays.

Remarks:

- **Candidates should reference posting 22-131 when submitting your application.**
- **If submitting electronically, please reference posting 22-131 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.**