

**Senior Accountant (NY HELPS); OR****Accountant Trainee 1; OR****Accountant Trainee 2****Announcement Posted:**

9/9/2024

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

12/8/2024

**Salary Range:**\$65,001 to \$82,656 (Senior Accountant); **OR**\$52,198 (Accountant Trainee 1); **OR**

\$58,247 (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:**

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, you must have a bachelor's or higher degree in accounting, auditing, or taxation; OR 2. A bachelor's or higher degree with 24 semester credit hours in accounting, auditing, or taxation

courses.

For Trainee 2 you must also have:

Either 1. 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

2. A master's or higher degree in accounting, auditing, or taxation.

For the Full Performance Level you must also have:

Either 1. 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;

OR

2. A master's or higher 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

3. A currently valid Certified Public Accountant license and registration issued by New York State. Experience NOT considered qualifying are activities restricted to teaching, bookkeeping, maintaining/auditing payroll records or accounts receivable/accounts payable, or preparing tax returns.

**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 Division of Budget, Finance and Data Management's Fiscal Systems Bureau (FSB) is

seeking a Senior Accountant/Accountant Trainee eager to work on agency fiscal systems. This position resides in the Integrated Eligibility System (IES)/Payment Applications Unit of FSB and will support the IES and Emergency Rental Assistance Program (ERAP) Project. The incumbent will contribute to the planning, analysis, and design (i.e. identify business and functional requirements) of the statewide IES system, focusing on the financial management of benefits through the system as a subject matter expert. The incumbent will work closely with staff working on the current legacy accounting systems to understand the scope and implications of changes to the legacy system(s), while keeping a focus on the modernization of the systems through the IES project. The incumbent will also be involved with the financial payments of the ERAP Project.

The incumbent will be tasked with the following duties:

- Actively participate in meetings and prepare documentation as needed, as well as prepare responses to inquiries about fiscal systems or procedures and IES from local social services districts, other State agencies, or department staff;
- Analyze Federal and State laws, proposed Federal and State legislation, departmental releases, program policy, fiscal policy, rules, work methods/procedures, and regulations to determine the fiscal impact to the financial management component of the IES project, as well as the impact of changes upon local social services districts;
- Frequently communicate both verbally and in writing with other members of the Fiscal Systems Bureau, as well as IES project members in other areas of OTDA, and other State agencies;
- Effectively manage and prioritize IES project deadlines and assist unit members meeting these deadlines, and adapt to dynamic changes to priorities and deadlines;
- Perform system testing as the IES project progresses to the level which requires the Fiscal Systems Bureau to assess functionality is working to specifications, then report on this performance to appropriate unit members;
- Actively participate in meetings, prepare documentation and responses to inquiries, and track and monitor financial payments of the ERAP project.
- Complete other tasks as assigned.

### **Conditions of Employment:**

A full-time, permanent, or contingent permanent appointment will be made. 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 24-211 when submitting your application.**

- **If submitting electronically, please reference posting 24-211 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. We actively solicit and encourage applications from Black, Indigenous, and People of Color (“BIPOC”); LGBTQIA+ individuals; women; people with disabilities; and military veterans.