

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Accountant	Level: 01
Title Code No: 40510	Salary: \$45,385/\$52,193 - \$61,669 Frequency: ANNUAL
Business Title: Accountant	Work Location: 75-20 Astoria Boulevard
Division/Work Unit: Human Resources	Number of Positions: 1
Job ID: 219731	Hours/Shift: Day Tour

Job Description

The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The “DOC” operates 15 inmate facilities, ten of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough. The “DOC” seeks to recruit a dynamic Accountant to join its face-paced Human Resources Department. Reporting directly to the Director, the Accountant will perform the following job functions that include, but not limited to:

- Collecting Oath of Office and fingerprint fees, submit payments to the DOC’s Budget Department; confirming deductions of Department of Investigation (“DOI”) background investigation from paychecks of applicable employees;
- Preparing Excel spreadsheets, conducting an analysis of data and preparation of graphs/charts with summation;
- Inputting data, utilizing various HR systems and extract reports;
- Compiling and proofing source documents needed for presentations;
- Assisting the Director with special projects.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in accounting, including one course each in advanced accounting and auditing; or
2. A valid New York State Certified Public Accountant license.

Preferred Skills

1. Ability to understand and prepare records and reports.
2. Ability to work on multiple priority projects.
3. Proven ability to use MS Office products.
4. Ability to design and create reports.
5. Average/in-depth knowledge of HR Operations.
6. Team player and ability to work in a fast-paced environment with great customer service skills.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for **Job ID# 219731**

For all other applicants: Go to www.nyc.gov/careers and search for **Job ID# 219731**

Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.

Posting Date: 10/20/15	Post Until: 11/6/15
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The City of New York and the Department of Correction are Equal Opportunity Employers.