

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

<b>Civil Service Title:</b> Accountant	<b>Level:</b> II
<b>Title Code No:</b> 40510	<b>Salary:</b> \$50,623.00 - \$80,988.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Accountant	<b>Work location:</b> 75-20 Astoria Boulevard, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Budget/Finance	<b>Number of Positions:</b> 1
<b>Job ID:</b> 248287	<b>Hours/Shift:</b> Day

**Job Description**

The New York City Department of Correction seeks an experienced candidate to serve as Capital Budget Analyst in the Capital Budget Unit. Under the direction of the Director of Capital Budget, the candidate recruited will be responsible for the following:

- Coordinates and prepares the Department's tri-annual capital commitment plans.
- Processes Certificate to Proceed (CP) requests to the Mayor's Office of Management and Budget (OMB), Budget Code Modification (BCM) requests.
- Maintains and updates the Financial Management System (FMS) to reflect current capital commitments and registrations.
- Tracks progress of capital projects to ensure that adequate funds are available to ensure timely completion.
- Prepares and manages the department's IFA budget and maintaining the Department's Fixed Assets inventory and tracking liquidations.
- Responsible for the production of reports and spreadsheets containing data concerning capital projects, contract registrations, Certificate to Proceed information and project milestones.
- Serves as the liaison with internal project managers, the Department's Central Office of Procurement (COP), Mayor's Office of Management and Budget (OMB), Department of Design and Construction (DDC) and the NYC Comptroller's Office to ensure the coordination of capital financial planning.
- Perform special projects and related duties as assigned.

**Special Note**

For a list of all upcoming civil service exams with regards to the posting title or any other title, please visit:  
[http://www.nyc.gov/html/dcas/html/work/exam\\_monthly.shtml](http://www.nyc.gov/html/dcas/html/work/exam_monthly.shtml)

**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.

**Special Note:**

To be eligible for placement in Assignment Level II individuals must have, in addition to meeting the minimum requirements, at least one year of experience as an Accountant -Assignment Level I or at least two years of satisfactory full-time professional accounting or auditing experience.

**Preferred Skills**

The candidate selected for the position must demonstrate strong analytical and computer skills, including proficiency using Microsoft Office (Word, Excel, PowerPoint, Outlook), Financial Management System (FMS). In addition, the selected candidate must possess verbal and written communication skills; experience working in the fields of budgeting, contracts, or financial service is a plus.

**Residency Requirements**

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](http://www.nyc.gov/ess) and search for Job ID# **248287**

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# **248287**

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

<b>Post Date:</b> 7/20/16	<b>Post Until:</b> 11/17/16
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**The Department of Correction and the City of New York are Equal Opportunity**