



*POSITION AVAILABLE*

**Accountant - Fiscal**

**THE AGENCY**

The Department of City Planning (DCP) promotes strategic growth, transit-oriented development and sustainable communities to enhance quality of life in the City, in part by initiating comprehensive, consensus-based planning and zoning changes for individual neighborhoods and business districts, as well as establishing policies and zoning regulations applicable citywide. DCP also supports the City Planning Commission in its annual review of approximately 450 land use applications for actions such as zoning changes, special permits and a variety of other discretionary approvals. In addition, the Department assists both government agencies and the public by providing policy analysis and technical assistance relating to housing, transportation, community facilities, demography, zoning, urban design, waterfront areas and public open space

Under Housing New York: A Five-Borough, Ten Year Plan, the Department will lead coordinated, ground up neighborhood planning studies and advance regulatory changes—including mandatory inclusionary housing in newly rezoned areas—to promote more economically diverse communities and housing opportunities for New Yorkers at all income levels. Through inclusive community development initiatives with stakeholders, DCP will expand access to quality jobs and services, and stimulate economic development benefitting all New Yorkers. In addition, DCP is committed to expanding public access to land use, housing and population data and planning resources through its online Community Portal, as well as to support informed participation by New Yorkers in neighborhood planning and land use review processes.

The New York City Department of City Planning is a great place to work – cultivating intellectual inspiration, professional development and creativity. Visit our website at [www.nyc.gov/planning](http://www.nyc.gov/planning) to access the full listing of job opportunities and to learn more about our great agency.

**THE DIVISION**

DCP's Fiscal Division strives to improve the financial effectiveness and impact of the Department's programs and administrative operations through information and analysis and technical assistance to programs throughout the agency.

Reporting to the Director of Accounting, the Accountant will be a part of a dynamic, service-oriented Accounting Team for reviewing complex Environmental Impact Statement contracts, purchase order bills and recommend payments using the City's Financial Management System. The Accountant will provide a full range of administrative support for employees of this fast-paced agency through the processing of personal expense reimbursement requests. The Accountant will also collect daily receipts from City Planning Bookstore and recognize revenue by preparing CRE documents in FMS.

## **RESPONSIBILITIES:**

Reporting to the Directing of Accounting, this position is expected to demonstrate independent initiative, judgement and decision in day-to-day management of the Accounting Office.

Responsibilities will include but not be limited to:

- Review complex consultant invoices, related timesheets, and supporting documentations; follow up with project manager on completion of review and recommend issue of consultant payment.
- Monitor the funding availability of budget and object codes by reviewing data and accounting record to determine amount of OTPS budget modification requests for processing reimbursements. Follow up with agency budget officer on budget modification request. Work with ACCO and Fiscal Officer to project OTPS Budget
- Develop, maintain, and use spreadsheet to track payment record, employee/vendor validation, payment requests, cash receipt documents processed in FMS.
- Provide advice and technical assistance to accounting clerk in the preparation of payment request and related documents processed in FMS.
- Monitor the vendor invoices payment status by reviewing the EFT, Check issue date; follow up with Department of Finance on payment related issues.
- Serve as custodian of Agency's imprest fund account; maintain accurate running balance on checkbook; review outstanding checks and request stop payment of stall checks. Ensure that all original payment documentations required by Office of the Comptroller are complete and available for audit upon request.
- Prepare Annual Imprest Fund Accountability Report
- Collect Revenue from Bookstore and prepare daily sales breakdown and make deposit to bank
- Special Projects as needed

## **MINIMUM REQUIREMENTS:**

A baccalaureate degree from an accredited college.

## **PREFERRED SKILLS:**

- Experience using NYC Financial Management System (FMS)
- High to expert proficiency in Microsoft Office, particularly Excel.
- Strong verbal/written communication and interpersonal skills.
- Flawless attention to detail and ability to handle multiple competing priorities; excellent organizational skills.
- Demonstrated ability to perform complex assignments utilizing automated office systems.

**CIVIL SERVICE TITLE:** Staff Analyst Trainee

**SALARY RANGE:** \$21.00 - \$29.00 per hour *commensurate with experience*

**APPLICATION DEADLINE:** August 28<sup>th</sup>, 2016

TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **249834**
- Click on the job business title: **Accountant**
- Click on “Apply Now” at the bottom of the posting

Only applicants under consideration will be contacted.

Appointments are subject to Office of Management and Budget (OMB) approval.

The candidate selected for this position must be a resident of the City of New York or become a resident within three months of appointment.

THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.