

City of New York
DEPT OF DESIGN & CONSTRUCTION
Citywide Job Posting Notice

Civil Service Title: Accountant	Level: 01
Title Code No: 40510	Salary: \$46,747/\$53,759-\$63,519
Business Title: Capital Payment Auditor	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Administration/Budget-Infrastructure	Number of Positions: 1
Job ID: 270048	Hours/Shift: 35 Hours
Job Description	
<p>The Capital Payment Auditor, reporting to the Deputy Director of Capital Payments and the Supervisor of Infrastructure Capital Payments will be responsible primarily for payments made to contractors and consultants working on DDC capital payments, preparing and processing capital payments submitted by DDC capital contractors and consultants; conducting mathematical computations; reviewing; auditing and preparing payment vouchers; identifying correct commodity and accounting lines; verifying change orders and task order registration; and adjusting payments due to liens, claims and assignments. The candidates will utilize the automated ledger system to record and track payments, and prepare written presentations for oral reports. The successful analyst will be expected to develop and run payment reports as needed utilizing FMS3 and the DDC applications PIMS and CPS.</p>	
Minimum Qualification Requirements	
<p>1. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), including or supplemented by 24 semester credits in accounting, including one course each in advanced accounting and auditing; or</p> <p>2. A valid New York State Certified Public Accountant license.</p> <p>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.</p>	
Preferred Skills	
<p>Preference will be given to candidates with NYC capital budget and FMS 2/3 experience. Candidates must have strong interpersonal skills, the flexibility and ability to manage multiple priorities and deadlines. In addition, strong verbal and written communication skills to write letter and prepare detailed reports.</p>	
Residency Requirement	
<p>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.</p>	
To Apply	
<p>For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers and Search for Job ID #270048.</p> <p>For all other applicants, please go to www.nyc.gov/jobs, go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 2700480.</p> <p>Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.</p>	
Posting Date: 12/8/2016	Post Until: Filled

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