

EMPLOYMENT ANNOUNCEMENT



TITLE: SENIOR ACCOUNTANT
STATUS: PERMANENT
BUREAU: CHARITIES
LOCATION: ALBANY
SALARY: PEF, SG-18 (Starting Salary **\$63,108**, job rate \$80,248)*

We are seeking talented and motivated support staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York. The [Attorney General](#) serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits including **paid vacation leave (13+ days per year)**, sick leave, **paid State holidays off**, **health insurance** including vision & dental, entry into the **NYS retirement** (pension) system, education and training, eligibility for public student loan forgiveness, and **job stability with promotional opportunities**. Workplace flexibilities include multiple options for employees including **telecommuting** (up to two days per week) and alternative work schedules.

MINIMUM QUALIFICATIONS

NY HELPS:

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, this title maybe filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply. At this time, agencies may recruit and hire employees by making temporary appointments. In May 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive and the official probationary period will begin.

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 with 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 Minimum Qualifications:

- **Senior Accountant:** A bachelor's degree in accounting, auditing, or taxation or a bachelor's degree with 24 semester credit hours in accounting, auditing, or taxation courses and 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.

Substitution:

A master's 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 a currently valid Certified Public Accountant license and registration issued by New York State.

Current NYS Employee: Reachable on the Civil Service List for Senior Accountant or eligible for transfer via Section 70.1 of the Civil Service Law. (Candidates must either have a bachelor's degree in accounting, auditing, or taxation OR any bachelor's degree including or supplemented by 24 semester credit hours in accounting and/or auditing.)

The preferred candidate's qualifications will include possession of or ability to gain: Familiarity with the Financial Accounting Standard Board's (FASB) Generally Accepted Accounting Principles (GAAP) and the American Institute of Certified Public Accountants (AICPA) Generally Accepted Auditing standards (GAAS), particularly those that are relevant to Not-For-Profit organizations. Familiarity with New York and federal laws and regulations governing the Not-For-Profit sector. Familiarity with Certified Public Accountants' audit and review reports. proficiency with QuickBooks, MS Word, Excel, and PowerPoint. Able to work well with a diverse group of colleagues, members of the public and other government regulators; able to work independently; excellent communication and writing skills.

DUTIES

- Investigation/Litigation Support: Handle individual case load, including review and analysis of financial information in connection with complex transactions, investigations, and litigation. Direct and participate in the analysis of financial records; draft memoranda and affidavits for attorneys; assist attorneys in preparation for depositions and hearings; and when necessary, testify in court on behalf of the office.
- Trusts and Estate Matters: Direct and participate in accountings and other financial filings and assist attorneys in preparing for court proceedings.
- Non-Profit Corporate Changes: Direct and participate in review of financial statements and other data to evaluate the fairness and appropriateness of proposed mergers, asset sales, and dissolutions involving non-profits.
- Special Projects: Direct and participate in special projects, including preparation reports analyzing financial filings.
- General: Direct and participate in drafting correspondence and response to inquiries from the public; perform other duties as assigned.

HOURS

The agency's hours of operation are Monday through Friday, between 8:00 am and 5:30 pm (37.5 hours/week). Scheduling determinations are dependent upon the needs of each Bureau and will be communicated during interviews.

HOW TO APPLY

Applications must be submitted online. To apply, please click on the following link: [CHA ALB SA153616](#)

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

POSTED MARCH 12, 2024