



An Equal Opportunity/Affirmative Action Employer

## Announcement of Intention to Fill a Job Vacancy

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### **Senior Accountant, SG-18** **(Position may be filled at the trainee level)**

**Location:** One Commerce Plaza, Albany

**Business Unit:** Office of Financial Management

**Negotiating Unit:** Professional, Scientific and Technical (PEF)

Please note that a change in negotiating unit may affect your salary, insurance and other benefits.

**Salary:** \$65,001 - \$82,656 (Journey Level SG-18)  
\$58,247 (Trainee 2 Level SG-16)  
\$52,198 (Trainee 1 Level SG-14)

**Appointment Status:** Contingent Permanent

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The New York State Department of Financial Services seeks to build an equitable, transparent, and resilient financial system that benefits individuals and supports business. Through engagement, data-driven regulation and policy, and operational excellence, the Department and its employees are responsible for empowering consumers and protecting them from financial harm; ensuring the health of the entities we regulate; driving economic growth in New York through responsible innovation; and preserving the stability of the global financial system.

The Department of Financial Services is seeking candidates for the position of Senior Accountant in the Office of Financial Management. Duties include, but are not limited to, the following:

- Maintains and reconciles financial activity for the DFS Security Funds;
- Assists Associate Accountant with various duties involving Fire Tax, Retaliatory Tax and Tax Audits;
- Reconciles and processes Fire Tax online payments. Records Fire Tax interest on a monthly basis;
- Maintains and reconciles financial activity for the DFS Pharmacy Benefit Manager fund. Performs billing and late billing functions along with tracking and recording payment activity;
- Prepares OSC Sole Custody Report;
- Performs Bank reconciliations for the following accounts: Market Stabilization, Worker's Comp, Petty Cash, Banking, Pharmacy Benefits Managers, Virtual Current, Fire Tax & General Fund;
- Processes payments and performs account maintenance for Paid Family Leave;
- Processes payments and performs account maintenance for Market Stabilization Program;
- Responds to insurance companies' inquiries by telephone and e-mail regarding bills, revenue, and accounts receivable; and
- Performs other duties as required.

#### **Appointment method:**

**Minimum Qualifications: Trainee 1:** 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. **Trainee 2:** 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 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. **Journey Level:** 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 as described above. **Substitution:** A master's degree

in accounting, auditing, or taxation may substitute for one year of the professional experience. A currently valid Certified Public Accountant license and registration issued by New York State may substitute for two years of the professional experience.

**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 (see minimum qualifications above). At this time, agencies may recruit and hire employees by making permanent non-competitive appointments.

At a future date (within one year of 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.

**List Appointment:** Candidates must be reachable on the Civil Service eligible list for 50-002010.

**55 b/c Appointment:** Candidates must meet the eligibility requirements of the Governor's Program to Hire Individuals and Veterans with Disabilities as described in Civil Service Law § 55b/c. Information about this program can be found here: <https://www.cs.ny.gov/rp55/>

**Transfer:** Candidates must have one year of permanent competitive service in a title eligible for transfer via Section 70.1 of the Civil Service Law. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov/cmo/>.

*Please Note that under Civil Service Law, an employee cannot have two consecutive upward 70.1 or 52.6 transfers without an intervening eligible list appointment if such transfers would exceed two salary grades.*

**To Apply:** Interested qualified candidates must submit a resume and letter of interest **no later than March 26, 2025** to the email address listed below. Please include the Box # **(Box SA-00606)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Please be advised that the New York State Department of Financial Services does not offer sponsorship for employment visas.

Tyler Lebel  
Box SA-00606  
New York State Department of Financial Services  
Office of Human Resources Management  
One Commerce Plaza, Suite 301  
Albany, NY 12257  
Email: [Recruitment@dfs.ny.gov](mailto:Recruitment@dfs.ny.gov)  
Fax: (518) 402-5071

**All candidates that apply may not be scheduled for an interview.**

#### **Public Service Loan Forgiveness**

Employment with New York State qualifies an individual for Public Service Loan Forgiveness (PSLF). This program forgives the remaining balance on any Direct Student Loans after you have made 120 qualifying monthly payments while working full-time for a U.S. federal, state, local, or tribal government or not-for-profit organization. To learn more about the program and whether you would qualify, please visit: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

#### **AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS**

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

All people with disabilities are encouraged to apply to all jobs for which they meet the minimum qualifications.