JOB OPENING
March 17, 2015

JOB TITLE: Staff Accountant, Payroll **Location:** NYC
DEPARTMENT: Controller

BASIC FUNCTION:
Process employee expense reimbursements in accordance with the Corporation's travel guidelines. Assist with the general ledger payroll reconciliation and review of employee time and attendance records. Also assist, as necessary, with the compilation of the Corporation's annual spending plan and preparation of budget analyses.

WORK PERFORMED:

- Audit and process employee travel expense requests and petty cash reimbursements.
- Audit and process monthly Citibank travel and purchase corporate credit card account expenditures.
- Receive and review supporting documentation for employee corporate credit card usage.
- Assist with employee time and attendance approval procedure and payroll check distribution.
- Assist with reconciliation of payroll fringe and liability accounts.
- Assist in preparing schedules and interface with various auditors as required.
- Assist in the preparation of the annual operating budget and with the quarterly budget variance analysis.
- Special tasks, projects and analyses as assigned.

EDUCATION & REQUIREMENTS:

- Education Level required: Degree in Accounting/Finance/Business
- Relevant experience required: 1 - 2 years of related work experience
- Knowledge required: Proficiency in Microsoft Excel required. Knowledge of Peoplesoft Financial system a plus

APPROXIMATE HIRING SALARY: Up to $45,000

INQUIRE

Maria Gately, HR Manager, ESD
DEADLINE: At least 2 weeks or until the position is filled.
Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME
External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER