



**JOB OPENING**

**June 9, 2014**

**JOB TITLE:** Staff Accountant, Non-Residential Mortgage Portfolio      **Location:** NYC  
**DEPARTMENT:** Controller

**BASIC FUNCTION:**

Record all accounting transactions related to Non-Residential leases/mortgages. Prepare monthly account analyses and journal entries. Monitor lease agreements and review required financial and legal documents, including independently prepared financial statements to ensure compliance. Prepare quarterly and annual schedules and footnotes for the ESD audited financial statements.

**WORK PERFORMED:**

- Record transactions and prepare quarterly analyses for Non- Residential leases.
- Oversee billing for non-mortgage items, including PILOT and lease payments.
- Prepare audit work papers for internal and external auditors.
- Prepare mortgage confirmation letters for annual financial statements audit.
- Liaise with internal and external auditors.
- Review financial statements, legal documents and other information required to be submitted by certain mortgage projects to ensure receipt of payments due under written agreements.
- Assist and serve as back-up to Manager of Accounting /System Liaison.
- Special tasks and projects as assigned.

**EDUCATION & REQUIREMENTS:**

- Education Level Required: Bachelor's Degree in Accounting or Business Administration  
Relevant Experience Required: 3-4 years accounting/finance experience
- Knowledge Required: Proficient in Microsoft Excel, Word, and Outlook (PowerPoint a plus); Strong analytical skills and experience analyzing audited financial statements; Peoplesoft and public sector experience a plus. Excellent oral and communication skills.

**APPROXIMATE HIRING SALARY:** Up to \$50,000

**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](mailto:Resumes@esd.ny.gov)

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