

**JOB OPENING**  
**August 4, 2015**

**JOB TITLE:** Senior Accountant  
**DEPARTMENT:** Controller

**Location:** NYC

**BASIC FUNCTION:**

Responsible for recording into the General Ledger the activities of assigned subsidiaries (Moynihan Station Redevelopment Corp., Radisson, Audubon), Corporate Projects (Farley Building, Atlantic Yards) and Economic Development Programs (Open for Business, START-UP NY) which include, but are not limited to, preparation of trail balances, monthly entries, bank reconciliations and account analyses. Responsible for reconciling and recording prepaid insurance schedule and related entries. Responsible preparing audit schedules, work papers and footnotes for quarterly and annual financial statements.

**WORK PERFORMED:**

- Provide and review general ledger coding on all Payment Authorization Vouchers for assigned Subsidiaries, Corporate Projects and Economic Development Programs.
- Prepare journal entries and account analyses.
- Reconcile approximately eleven bank statements for assigned Subsidiaries and Corporate Projects.
- Prepare all corresponding schedules for quarterly and annual financial statements.
- Prepare audit schedules and footnotes and interface with independent auditors.
- Prepare and maintain prepaid insurance amortization schedule for all corporate and subsidiary insurance.
- Assists and serve as back-up to Senior Accountants assigned to Investments and other Subsidiaries.
- Special projects as assigned.

**EDUCATION & REQUIREMENTS:**

Education Level required: Bachelors Degree in Accounting  
Relevant experience required: 5+ years of accounting experience  
Knowledge required: Excel, PeopleSoft Financial System

**APPROXIMATE HIRING SALARY:** Up to \$56K

**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)

**AN EQUAL OPPORTUNITY EMPLOYER**