

**Position Title:** Accountant  
**Department:** Accounts Payable  
**Location:** Albany  
**Hiring Rate:** \$44,015  
**Bargaining Unit:** CSEA  
**Posting Date:** December 2, 2021

### Our Mission

We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

### Applicant Instructions

To apply for this job opportunity:

[Click Here](#)

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).*

# Position Description

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<b>Position Title:</b>	<b>Accountant</b>
<b>Grade/Classification:</b>	<b>2 – (D1) Para/Entry Level Professional I</b>
<b>Bargaining Unit:</b>	<b>CSEA</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>

Last Revised: November 18, 2021

## Primary Purpose

Under general supervision, the Accountant is responsible for thorough, accurate and timely processing and/or entry of payments of low to moderate complexity in a dynamic and deadline driven environment

## Essential Functions

- Enter, review, process invoices and payment requests of a low to moderate level of complexity and ensure compliance with the contract, purchase order or bond document and DASNY policies and procedures, as well as relevant state and federal laws.
- Maintain the lien docket and create the appropriate system holds and/or vouchers in the financial management system, ensuring that payments to contractors/vendors are held and released correctly.
- Work directly with other DASNY staff, clients, trustees, grantees and vendors to research and resolve conflicts/problems/issues. Ensure that supervisors are consulted when appropriate and kept informed of problems.
- Assist with researching and coordinating responses to legal requests, FOIL requests, and other requests for information, including collecting information and documents responsive to the requests.
- May assist with tasks related to the annual audit, including but not limited to creating spreadsheets and analyzing payment data, as well as collection of documentation requested by the auditors.
- Assist in ensuring compliance with federal and State laws, financial standards/practices, and DASNY policies and procedures.
- Verify, analyze, record, import, export and reconcile data among various sources, including, but not limited to contracts, purchase orders, client agreements, bond covenants, the financial management system and various other PC applications/databases.
- Prepare journal entries.
- Create and/or maintain various schedules, reports, spreadsheets, databases and/or files.
- Maintain the confidentiality of confidential and/or personal information that may be accessed in the course of performing their job duties.
- Suggest opportunities for improvement in unit processes.

## Other Duties and Responsibilities

- Assist with the training of employees.
- Assist with the documentation and implementation of procedures.
- Participation in testing of system upgrades.
- Undertake special assignments as directed.
- Assist with the implementation, review, and testing of internal controls.
- Must maintain regular attendance in accordance with DASNY attendance and leave policies.
- Must adhere to the NYS Information Security Policy Standards established and issued by the Office of Cyber Security and Critical Infrastructure Coordination. (Standards can be found on the Intranet).

## Supervision

Supervision of employees is not required.

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## Physical/Mental/Visual Demands

Occasional travel may be required using public transportation, DASNY vehicle, rental vehicle or personal vehicle. This travel may include overnight stays at public accommodations and related establishments. Requires complex and time-pressured decision-making. Overtime or extended work hours may be required.

## Work Environment

Standard office environment including the use of one or more of the following: PC, telephone, fax machine, printer, copier, scanner, electronic stapler, three-hole punch, date stamp, shredder.

## Minimum Qualifications

Bachelor's degree, or an Associate's degree plus three years relevant work experience or a high school diploma or equivalent plus four years of DASNY relevant experience.

## Preferred Qualifications

Bachelor's degree in Accounting, Finance, Business Administration, or a related field plus one year of accounts payable experience.

## Essential Skills

- Excellent mathematical skills.
- Demonstrated analytical and conceptual skills.
- Proficiency in PC applications such as Outlook, Excel, Word and Access.
- Excellent oral and written communications skills.
- Demonstrated organizational skills and ability to prioritize.
- Demonstrated ability to work independently and exercise sound judgment.
- Demonstrated accuracy and attention to detail.
- Strong interpersonal skills.
- Demonstrated ability to work in a fast-paced environment and handle multiple tasks under tight deadlines.