



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

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|------------------------------|--------------------------------------|-----------------------|----|
| Job ID | 682881 | # of Positions | 1 |
| Business Title | ASSOCIATE ACCOUNTANT | | |
| Civil Service Title | COMMUNITY COORDINATOR | | |
| Title Code No | 56058 | Level | 00 |
| Title Classification | Non-Competitive | | |
| Proposed Salary Range | \$ 60,889.00 - \$ 94,521.00 (Annual) | | |
| Work Location | 350 Jay St, Brooklyn Ny | | |
| Division/Work Unit | Fiscal and Budget Planning | | |

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Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutor's offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all.

The Fiscal and Budget Planning Bureau is responsible for managing all the agency's financial and procurement operations, including the strategic planning, oversight, and monitoring of the agency's \$135 million operating budget (FY24) inclusive of State and Federal resources. This budget supports a staff of more than 1,100 employees, critical agency resources, and community partnerships. The Bureau consists primarily of 4 collaborative units: Budget and Planning, Procurement, Fiscal, and Grants & Revenue.

The Fiscal Unit is the hub for the agency's coordination and development of fiscal controls, payment and receivable processes, audits, accounting processes, banking and other financial reconciliations, financial statement production, and the year-end close activities. The unit works closely with agency and external stakeholders on many accounting and other fiscal processes ensuring the agency remains compliant and at standard for all its financial transactions.

Under the general supervision of the Assistant Deputy Director for Accounting, with latitude for independent decision-making, the Associate Accountant will have responsibilities in the following areas:

- Participate in and review the processing of all Fiscal documents.
- Be responsible for processing all Fiscal payments.
- Review, verify and certify all invoiced payment request documents and supporting backup documents for accuracy.
- Approve vouchers and process all internal checks and oversee the payment cycle.
- Effectively manage KCDA's fiscal and accounts receivable processing.
- Participate and review the processing of all Fiscal receipts, prepare deposits of all checks and cash received by Fiscal Department.
- Post all deposits in accounting software and reconcile them with the Receipt Book.
- Ensure the integrity of accounting information by compiling, verifying, entering, and reconciling applicable transactions and information necessary for the monthly closing process.
- Monitor fiscal compliance of agency's programs and services and ensure accuracy of all fiscal procedures and reporting for the appropriate timelines.
- Prepare, review, enter journal entries, analyze, and correct discrepancies to ensure the accuracy and completeness of the general ledger.
- Prepares monthly general and standard journal entries, income and balance sheet statements, account reconciliations, cost reports, and other accounting reports.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, documenting financial transactions.
- Examine invoices, claims, and vouchers for allowances for accuracy by researching financial records and data.
- Develop and maintain appropriate spreadsheets and databases.
- Review City Accounting guidelines and statutes related to fiscal management, prepare summary memoranda, and communicate impact to supervisory staff.
- Perform all duties and special projects, as assigned, in a thorough, professional, and ethical manner.

Preferred Skills

- Excellent computer skills including expertise and familiarity Crystal Reports and advanced knowledge of Microsoft Excel, Word, Access, Outlook, PowerPoint, and QuickBooks applications.
- Excellent knowledge of New York City, State, and Federal budget policies, procedures, and financial management systems.

Additional Information

The successful candidate must demonstrate significant experience in accounting, budget analysis, and strategic fiscal planning, for government or not-for-profit organizations. The individual must also have:

1. Master's degree from an accredited college in economics, finance, accounting, business or public administration, management science, operations research, statistics, or a closely related field plus two years of satisfactory, full-time professional experience in a related field; or

2. A baccalaureate degree from an accredited college and four years of satisfactory, full-time professional experience working in one or a combination of the following areas: working with budgets and financial planning of a large public or private concern in grant and budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation economic planning, or fiscal management; or in a related area.

Minimum Qual Requirements

- 1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
- 2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
- 3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

To Apply

To apply click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE 10/02/2024

POST UNTIL 10/22/2024

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