

NEW YORK
state department of
HEALTH

Nirav R. Shah, M.D., M.P.H.
Commissioner

Sue Kelly
Executive Deputy Commissioner

ANNOUNCEMENT OF TRANSFER OPPORTUNITY
CURRENT NYS DEPARTMENT OF HEALTH EMPLOYEES ONLY

TITLE	Associate Accountant
SALARY/GRADE	\$66,375 - \$83,954 Grade 23
NEGOTIATING UNIT	Professional, Scientific and Technical/05
LOCATION	Corning Tower, Empire State Plaza Albany, New York
MINIMUM QUALIFICATIONS	Current New York State employee with one year or more of permanent or contingent-permanent service as an Associate Accountant (G23) OR one year or more of permanent or contingent-permanent service as an Associate Accountant State Accounts & Systems (G23); Associate Auditor (G23); Associate Health Care Fiscal Analyst (G23); Associate Medical Facilities Auditor (G23); Employment & Training Fiscal Auditor 2 (G23); Associate Internal Auditor (G23) or State Program Examiner 2 (G23) and eligible for transfer under section 70.1 of the Civil Service Law.
PREFERRED QUALIFICATIONS	Experience working with Excel
RESPONSIBILITIES	The incumbent will work within the Accounting Section in the Bureau of Accounts Management. The Accounting Section develops and maintains cost allocation plans to support administrative costs, indirect costs, computer service costs and personal service costs. These plans enable the Department to claim hundreds of millions of dollars in Federal reimbursement. The Accounting Section prepares quarterly reconciliations of the fringe and indirect billings received from OSC. The Section ensures that the Department's accounting structure allows for proper accounting of costs and consistency with the various cost allocation plans, and assists the Department with general accounting issues.
CONDITIONS OF EMPLOYMENT	Permanent, full-time.
APPLICATION PROCEDURE	If you are a current New York State employee: submit resume to Human Resources Management Group, 21277/AA/EGB , Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237-0012, or by email to resume@health.state.ny.us , or by fax to (518) 473-3395 with a subject line 21277/AA/EGB . Applications accepted until the position is filled.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY

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