



Job Opening

Job Posting: 10/29/18

Application Deadline: 11/29/18

JOB TITLE: Staff Accountant

LOCATION: NYC

DEPARTMENT: Moynihan Station Dev. Corp. (MSDC)

BASIC FUNCTION: Responsible for auditing and processing of monthly vendor invoices. Prepare procurement documentation as required by Corporation. Management of a high volume of large-scale documents. Assist in the preparation of grant related tasks, including draws and compliance.

WORK PERFORMED:

- Audit monthly vendor invoices for accuracy; resolve billing issues
- Assist with audit of large-scale Contractor invoices
- Financial data entry and tracking through Peoplesoft
- Preparation of procurement documentation including purchase orders, contracts and amendments
- Track spending and status of vendor contract balances
- Document management including filing and photo copying
- Prepare documentation for draws from various funding sources
- Prepare compliance documentation as required by various funding sources
- Special projects as assigned.

EDUCATION & REQUIREMENTS:

Education Level Required: Bachelor's Degree in Accounting or Business Administration.

Relevant Experience Required: 3 years accounting/finance experience. Familiarity with project based design and construction invoices preferable.

Knowledge Required: Proficient in Microsoft Excel, Word, and Outlook (PowerPoint a plus); Strong analytical skills; Attention to Detail; Excellent organizational skills; PeopleSoft experience a plus.

APPROXIMATE HIRING SALARY: up to \$54,000 (w/ comprehensive benefits package)

INQUIRE

Shawn Bryant, Human Resources Manager

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

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