

Job Opening

Job Posting: 07/30/2020

Application Deadline: 08/14/2020

JOB TITLE: Manager of Accounting

LOCATION: NYC

DEPARTMENT: Controllers'

BASIC FUNCTION:

Responsible for processing and recording transactions for ESD'S economic development programs which includes initiating and tracking draw requests of New York State budget appropriations, communicating and interacting with staff at the New York State Division of the Budget ("DOB") and the Office of the State Comptroller ("OSC"), and preparing monthly journal entries, account analyses and quarterly and annual schedules in support of ESD'S financial statements and other key management reports.

WORK PERFORMED:

- Enter payment request information into the New York State Statewide Financial System to initiate drawdowns of economic development program appropriated funds.
- Provide, and work with ESD departments to provide, supporting information for drawdown requests to OSC as required.
- Liaise regularly with staff at DOB, OSC and all ESD departments including, but not limited to, Loans & Grants and Regional Offices.
- Track appropriation segregation balances and prepare reports as requested by DOB, OSC and ESD management.
- Monitor transfer of funds when payments are received from OSC and record receipt of funds into ESD'S PeopleSoft Financial System.
- Maintain supporting schedules to facilitate funding requests provided to DOB by the Loans & Grants department.
- Prepare journal entries to record all loan and grant economic development program activity.
- Analyze and reconcile all economic development grant and loan income and expense accounts.
- Monitor reconciliation of expense and cash activities for special economic development programs and initiatives – Buffalo Regional Innovation Cluster, the Erie County Stadium Master Lease, the NYS Innovation Venture Capital Fund, the NY Works Program and others as necessary.
- Assist in the oversight of cash receipts deposits.
- Perform tasks, analyses and projects as assigned.

EDUCATION & REQUIREMENTS: Bachelor's Degree in Accounting/Finance.

KNOWLEDGE REQUIRED: 5 –7 years experience in equivalent accounting/analytical environment; an advanced degree may be considered as equivalent experience.

APPROXIMATE HIRING SALARY: \$65,000 - \$70,000

INQUIRE

Shawn Bryant, HR Manager, Human Resources

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

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY.