



Job Opening

Job Posting: 5/12/2021

Application Deadline: 30 days or until
position is filled

JOB TITLE: Manager of Accounting
DEPT: Controller

LOCATION: NYC

BASIC FUNCTION: Responsible for the record keeping and analysis of all financial activity associated with the State's Small Business Pandemic Relief Programs administered through Empire State Development (ESD). Responsible for the recording and analysis of all financial activity for ESD related entities including the New York Job Development Authority (JDA) and Empire State New Markets Corporation and its subsidiary entities (ESNMC), including the preparation of quarterly and annual financial statements and other key management reports.

WORK PERFORMED:

- Record, track and analyze the transactions of New York State's Small Business Pandemic Relief programs.
- Record the financial activities of JDA and its related entities, including the preparation of monthly journal entries, bank reconciliations, account analyses and quarterly and annual financial statements.
- Prepare quarterly unaudited financial statements for ESNMC.
- Prepare the reporting necessary to complete annual audits for ESNMC and coordinate audit report preparation with external audit firm.
- Prepare ESD's annual Federal Single Audit.
- Prepare analyses and reports as needed for ESD's financial statements.
- Perform tasks, analyses and projects as assigned.

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's Degree in Accounting

Relevant experience required: 5-10 years' experience in a fast-paced accounting environment

Knowledge required: Excellent analytical skills, Superior knowledge of Excel and Microsoft Office, Excellent communication skills, PeopleSoft Financial Management System preferred.

APPROXIMATE HIRING SALARY: \$68,000-78,000 (w/ comprehensive benefits package)

INQUIRE

Maria Gately – Sr. HR Manager - Human Resources Dept.

External Candidates: *Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body*

Internal Candidates: *Complete [Posting Application](#) and attach a copy of resume*

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