



## **NEW YORK STATE DEPARTMENT OF FINANCIAL SERVICES**

One Commerce Plaza, Albany, New York, 12257

**An Equal Opportunity/Affirmative Action Employer**

### **Announcement of Intention to Fill a Job Vacancy**

---

#### **Associate Auditor, Grade 23**

**Location: One Commerce Plaza, Albany**

**Business Unit: Office of Financial Management**

**Negotiating Unit: Professional, Scientific and Technical (PS&T)**

**Please note that a change in negotiating unit may affect your salary, insurance and other benefits.**

**Salary: \$70,438 - \$89,095**

**Appointment Status: Permanent**

**Appointment to this position is pending Division of Budget approval to fill.**

---

The Department of Financial Services (DFS) is seeking applicants for the position of Associate Auditor in the Office of Financial Management. Under the general direction of an Assistant Director of Financial Management, the Associate Auditor will supervise staff and apply accounting principles and practices in support of the Department's programs. Other duties include, but are not limited to, the following:

- Supervising staff engaged in billing and collection functions under the Financial Services Law, Insurance Law and Regulations or Banking Law and Regulations;
- Researching and reviewing laws, regulations, and opinions, including the laws of other states, to insurer compliance;
- Completing the calculation, analysis and adjustment of the financial basis of regulated entities included in the Department's assessment of the banking or insurance industries, including the annual review of statutory and opinioned adjustments;
- Overseeing audits and the collection of filings required under the Insurance Law;
- Supervising and managing the collections of security fund assessments required under Article 76 of the Insurance Law and Article 6A of the Workers' Compensation Law;
- Overseeing processing of payments of claims against the security funds and payments of the expenses of the NYS Liquidation Bureau from the security funds;
- Overseeing office activities relating to system changes, testing, implementation and operation in the unit's revenue accounting systems and other systems, including coordination with IT, NYS Liquidation Bureau and outside agencies, planning and scheduling data conversions, training staff, problem-solving and reviewing daily operations;
- Monitoring accounts receivable for all filing and billings and following approved procedures for collections and write-offs and reporting problems to upper management;
- Vehicle fleet administration.

**Ideal candidates will possess:**

- Proficiency in MS Excel, Word and Outlook. Experience with QuickBooks On-line would be helpful
- Excellent writing and verbal communication skills
- Outstanding analytical and research abilities
- Strong organizational skills and attention to detail
- Ability to deal with a variety of customers

**Additional information regarding the duties will be discussed at the time of interview.**

**Appointment Method:**

**List Appointment:** Candidates must be reachable on the Civil Service eligible list for Associate Auditor, #37-357.

**Transfer:** Candidates in a title eligible for transfer via Section 70.1 of the Civil Service Law are encouraged to apply. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov/cmo/>

**Non-Competitive Promotion (NCP) under Section 52.7 of the Civil Service Law:** In accordance with Section 52.7 of the Civil Service Law, if the number of qualified candidates who apply for the position is three or less, a permanent appointment may be made, at agency discretion, by non-competitive promotion of an applicant who meets the minimum qualifications. In order to be eligible for a NCP, candidates must have one year of permanent service as a Senior Auditor, SG-18.

**To Apply:** Interested qualified candidates must submit a resume and letter of interest **no later than May 12, 2017** to the email address listed below. Please include “**Box OFM-05142**” in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Barbara O'Connor  
Box OFM-05142  
New York State Department of Financial Services  
Office of Human Resources Management  
One Commerce Plaza  
Albany, NY 12257  
Email: [barbara.oconnor@dfs.ny.gov](mailto:barbara.oconnor@dfs.ny.gov)  
Fax: (518) 402-5071

**All candidates that apply may not be scheduled for an interview**

**AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS**

**Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.**

***Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov)***