



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

ADMINISTRATIVE ACCOUNTANT

Exam No. 0162

WHEN TO APPLY: From: February 6, 2020

To: February 26, 2020

APPLICATION FEE: \$68.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Administrative Accountants, under direction, with much latitude for independent action or decision, direct and administer the activities of an accounting division or equivalent organizational unit with an accounting or financial function; plan, assign, supervise, review and coordinate the work of subordinate accounting and clerical staff and devise methods and procedures for staff; supervise and participate in the preparation of periodic budgetary reports, financial reports, and other related accounting reports of a complex nature; develop all procedures, forms, techniques and systems for the maintenance of fiscal controls and statistical records; participate in preparation and revision of accounting manuals and instructions; make recommendations regarding departmental policy; conduct or participate in hearings or conferences with all levels in or out of government relating to the functions of the division or unit, including managing vendor relationships; supervise and participate in operational auditing, financial forecasting and feasibility studies; may serve as consultant on important, difficult and unusual problems; with general instruction, may represent or testify for the agency on important accounting matters, before boards, commissions, civic groups, legislative bodies, or other organizations. All Administrative Accountants perform related work.

Special Working Conditions:

Administrative Accountants may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:

Salaries will be commensurate with the level of responsibility of the managerial assignments and will be consistent with the Managerial Pay Plan.

HOW TO QUALIFY:

You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application.

You will not receive credit for education which you obtain after June 30, 2020, or licenses that you obtain after February 28, 2020, or experience which you obtain after the end of the Application Period (February 26, 2020).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university, including or supplemented by 24 semester credits in accounting, including one course each in advanced accounting and auditing **and** four years of satisfactory full-time professional accounting or auditing experience, at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising a staff performing accounting or auditing work; **or**
2. A valid New York State Certified Public Accountant license **and** at least 18 months of satisfactory full-time professional accounting or auditing experience in an administrative, managerial or executive capacity or supervising a staff performing accounting or auditing work.

The advanced accounting course must have prerequisite introductory courses and intermediate level courses such as Principles of Accounting I and II.

Administrative, managerial or executive work experience must include the authority to make critical decisions about matters of significance.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

The education requirement must be met by June 30, 2020. The license requirement must be met by February 28, 2020, and the experience requirements must be met by the last day of the Application Period (February 26, 2020).

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

You have until midnight Eastern time on the last day of the Application Period (February 26, 2020) to clearly specify in detail all of your relevant education, registration, and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you are seeking credit for your valid New York State Registration as an Accountant, enter the date you originally received the Registration on your Profile page at the time of completing your examination.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (February 26, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination, if applicable, and your application fee will not be refunded.

You will not receive credit for education which you obtain after June 30, 2020, or licenses that you receive after February 28, 2020, or experience which you obtain after the end of the Application Period on February 26, 2020.

Residency Requirement Advisory:

Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

English Requirement:

You must be able to understand and be understood in English.

Proof of Identity:

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/Home/Faq>. **Beginning in January 2020, the Online Applications System will no longer be supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, February 15, 2020 and Monday, February 17, 2020.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Exam:** Follow the instructions displayed onscreen to answer the questions. You will have until midnight Eastern time on the last day of the Application Period (February 26, 2020) to clearly specify in detail all of your relevant education, licenses, and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys).
If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (February 26, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination, if applicable, and your application fee will not be refunded.
3. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States.
The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (February 26, 2020).

THE TEST:

Your score will be determined by an education and experience exam. You will receive a score of 70 points for meeting the qualification requirements listed in the "How To Qualify" section. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

Managerial Experience

If you have satisfactory full-time managerial experience managing employees who are performing the financial planning, budgeting, budget forecasting, procurement or investment activities, auditing, and/or financial reporting for:

At least 1 year but less than 3 years	5 points
At least 3 years but less than 5 years	10 points
5 or more years	15 points

If you have satisfactory full-time managerial experience managing employees who perform financial transactions, including bookkeeping, vendor payments, journal entries, and/or financial reporting and reconciliation, based on analysis of accounting needs for:

At least 1 year but less than 3 years	4 points
At least 3 years but less than 5 years	8 points
5 or more years	12 points

Non-Managerial Experience

If you have satisfactory full-time experience performing tasks such as financial planning, budgeting, budget forecasting, procurement or investment activities, auditing, and/or financial reporting for:

At least 1 year but less than 3 years	3 points
At least 3 years but less than 5 years	6 points
5 or more years	9 points

If you have satisfactory full-time experience performing financial transactions, which includes bookkeeping, vendor payments, journal entries, and/or financial reporting and reconciliation, based on analysis of accounting needs for:

At least 1 year but less than 3 years	2 points
At least 3 years but less than 5 years	4 points
5 or more years	6 points

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

Experience used to meet the minimum requirements cannot be used to gain additional credit.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period on February 26, 2020, your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination, if applicable, and your application fee will not be refunded.

Experience must be obtained by the last day of the Application Period (February 26, 2020).

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess.
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs.
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the education and experience exam, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

ADDITIONAL INFORMATION:

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

Promotion Test: A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 10001; Managerial Service.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas