



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ADMINISTRATIVE ACCOUNTANT

Exam No. 0565

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 assignment and will be consistent with the Managerial Pay Plan.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services who **on the last day of the application period (February 26, 2020):**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Accountant; **and**
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined that you are not eligible to participate in this examination, your application fee will not be refunded.

ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO APPLY:

If you believe you are eligible to take this examination, 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: 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 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.

THE TEST:

You will be given an education and experience test designed to assess the extent to which you have certain managerial and non-managerial experience deemed to be important to the performance of the job tasks of an Administrative Accountant.

Your score on this exam will be used to determine your place on an eligible list. On the education and experience exam you will receive a score of 70 points for meeting the eligibility requirements listed above. 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 with the City of New York as a permanent (not provisional) employee 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

You will receive:

If you have satisfactory full-time managerial experience with an employer other than the City of New York managing employees who are performing the financial planning, budgeting, budget forecasting, procurement or investment activities, auditing, and/or financial reporting for:

You will receive:

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

If you have satisfactory full-time managerial experience with the City of New York as a permanent (not provisional) employee 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:

You will receive:

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

If you have satisfactory full-time managerial experience with an employer other than the City of New York 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:

You will receive:

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

Non-Managerial Experience

If you have satisfactory full-time experience with the City of New York as a permanent (not provisional) employee performing the financial planning, budgeting, budget forecasting, procurement or investment activities, auditing, and/or financial reporting for:

You will receive:

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 with an employer other than the City of New York performing the financial planning, budgeting, budget forecasting, procurement or investment activities, auditing, and/or financial reporting for:

You will receive:

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

If you have satisfactory full-time experience with the City of New York as a permanent (not provisional) employee performing financial transactions, which includes bookkeeping, vendor payments, journal entries, and/or financial reporting and reconciliation, based on analysis of accounting needs for:

You will receive:

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

If you have satisfactory full-time experience with an employer other than the City of New York performing financial transactions, which includes bookkeeping, vendor payments, journal entries, and/or financial reporting and reconciliation, based on analysis of accounting needs for:

You will receive:

At least 1 year but less than 3 years

1 point

At least 3 years but less than 5 years

2 points

5 or more years

3 points

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 are marked eligible, 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 promotion. If you meet all requirements and conditions, you will be considered for promotion 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.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, 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