EXAMINATION NOTICE

The City University of New York Announces
A Promotional Civil Service Examination for:

College Accountant

Exam #1088
(Promotional – only for permanent qualified CUNY College Accounting Assistants)

STARTING SALARY
$37,403 Annually

Filing Period Opens: Monday, April 3, 2006
Filing Period Closes: Monday, May 1, 2006 -- Applications must be received by (not postmarked by) this date.

Filing Fee: A $40 filing fee is required to enter the selection process. All applicants must pay the filing fee; the filing fee will not be waived under any circumstance.

Description of the Job
This class of positions encompasses the performance of professional work in the field of college accounting or auditing, the coordination of such activities, and the supervision of employees engaged in such activities. There are four (4) assignment levels within this class of positions. The following, which may be performed in an electronic data processing environment, are typical assignments within this class of positions; and all employees perform other related duties, as well:

Assignment Level I – Under close supervision, positions at this level perform entry-level professional work in the field of college accounting.

Assignment Level II – Under supervision, positions at this level perform professional work of average difficulty and responsibility in the field of college accounting or auditing.

Assignment Level III – Under general supervision, positions at this level coordinate and may supervise the daily activities of a major unit of a college dealing with a specialized phase or phases of accounting in conjunction with student financial aid, funds and grants, payroll, bursaring, accounting in connection with financial analysis, budget activities, auditing of financial accounts and records, and/or contract performance and compliance, etc. AND/OR performs difficult independent work in the above-indicated professional areas.

Assignment Level IV – Under general supervision, positions at this level coordinate and supervise the daily activities of a major unit of a college dealing with a specialized phase or phases of accounting in conjunction with student financial aid, funds and grants, payroll, bursaring, accounting in connection with financial analysis, budget activities, auditing of financial accounts and records, and/or contract performance and compliance, etc. AND/OR performs complex independent work in the above-indicated professional areas.

The Selection Process
The general steps in the selection process are as follows:

Step 1. Complete the application process via ExamsXpress or use the downloaded application packet that may be retrieved from the University website: www.cuny.edu (click on Jobs at CUNY, then Civil Service Exams). ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED. Access the ExamsXpress system from this page and the forms download area will be visible. Return or mail the completed packet to CPS Human Resource Services, Attn: College Accountant Examination, 241 Lathrop Way, Sacramento, CA 95815. Do not return your paper application packet to a CUNY college or any CUNY office.

Step 2. Meet the minimum qualifications for appointment to the title (see the next section).
Step 3. Pass the Work Experience Test, as submitted with your application materials.

Step 4. After passing the examination, you may view your score in the Exams Xpress system once your final banded score has been calculated.

Step 5. A Promotional-Unit List of eligibles will be established for the title and will be published on the CUNY website.

Step 6. If qualified, you may be invited for an interview by your college.

You must meet the minimum qualifications for the title. If you do not meet the minimum qualifications for this title, you will be disqualified from the selection process, if you have already been appointed or placed on a certified list of eligibles, your promotion and/or place on the will be rescinded.

Your final score will be determined by the score you receive on the Work Experience Test and the veteran preference credit you receive, if any. Your score will determine the order in which you are certified from the eligible list for your college for promotion consideration. The City University of New York reserves the right to refer only a sufficient number of applicants to meet the current and near-term staffing needs.

The Civil Service certified list of eligibles resulting from the Promotional examination will be used to fill positions at your College but also may, upon the decision of the Vice Chancellor of Office of Faculty and Staff Relations, be used to fill positions at CUNY colleges located in all five boroughs of New York City.

How to Qualify for Appointment to the College Accountant Title

General Instructions:

By the close of the filing period (Monday, May 1, 2006), you must:

1. Accurately complete and submit all of the information requested of you by the Exams Xpress system; 
   **Note:** It is your responsibility to update your point of contact information in your Exams Xpress account if you change your name, address, telephone number, or email address. CUNY will not be able to locate you if you do not inform us of your new name, address, telephone number, or email address.

2. Attest to the accuracy of the information you provided at the end of your application process session;

3. Attest to your understanding that cheating, applying under multiple Social Security Numbers, or other ethical breaches will result in disqualification from the exam process;

4. If you filled out the downloaded application packet, return or mail the completed paper-based packet to CPS Human Resource Services, Attn: College Accountant Examination, 241 Lathrop Way, Sacramento, CA 95815. Do not return your paper application packet to a CUNY college or to any CUNY office. Applications must be received by (not postmarked by) Monday, May 1, 2006;

5. Pay the non-refundable filing fee of $40 via credit/debit card or ensure delivery of your filing fee postal or bank money order (no personal checks accepted) to CPS Human Resource Services, Attn: College Accountant Promotional Examination, 241 Lathrop Way, Sacramento, CA 95815;

6. Pass the minimum qualifications evaluation;

7. Pass the Work Experience Test; and

8. Submit all supporting documentation of your claims of veterans preference credit or legacy credit.

Filing Fees:

Submission of fees will not be accepted after the close of the filing period. **You must pay the filing fee.** You may file your fee within the Exams Xpress system via credit/debit card on a 128-bit encryption secure platform. If you choose not to file your fee online, you must file your fee with a postal or bank money order or certified check made payable to The City University of New York or CUNY in care of CPS (See Step 5 above). The filing fee will not be waived or refunded under any circumstances. **We cannot accept personal checks.**

Specific Qualifications:

**By the close of the filing period (Monday, May 1, 2006), you must:**

1. Have permanent status (not provisional nor probationary) in the title of College Accounting Assistant AND

2. Possess a baccalaureate degree from an accredited institution of higher education, including or supplemented by at least 18 credits in accounting and at least six (6) credits in data processing, computer science, finance, banking, economics, statistics, or similar courses. **(Note: For assignment at higher levels in the title, work experience is required, and such work experience must have been attained in the past ten (10) years in order to be accepted by CUNY.)**
   **Note:** CUNY considers full-time work to be 35 hours per week. Part-time experience of at least 20 hours per week may be prorated and credited instead of, but not in addition to, full-time experience during the same period. Part-time experience of less than 20 hours per week will **NOT** be credited at all.

3. Demonstrate English language proficiency. Candidates must speak, read, write, and understand English
Before being appointed unconditionally, you must:

1. Undergo a background check, including a fingerprint screening and verification of your education and work history; and

**Note:** Your education and work history will be verified by The City University of New York. If you completed college coursework in a country other than the United States and that coursework is required to qualify for an examination (for example, a minimum number of college credits), you must have your higher education coursework evaluated at your own expense to determine its equivalence to higher education coursework completed in the United States. Those agencies that are certified to make the evaluation are listed on the **Foreign Education Fact Sheet**, which may be downloaded from the Exams Xpress system. You must pay the evaluation fee yourself directly to the evaluating agency you select and forward to CUNY the results of the evaluation. The certified evaluation of your foreign education must be provided to the University Civil Service Examinations Unit, in care of CPS Human Resource Services, ATTN: College Accountant Promotional Examination, 241 Lathrop Way, Sacramento, CA 95815, within 30 calendar days after the close of the filing period (May 31, 2006).

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**The Work Experience Test (100% of Final Ranked Rating)**

The Work Experience Test will determine your final score. The test asks you about specific work activities you may have performed during your career. You will be asked to assess your level of experience performing each activity and to assign a rating for each activity. It is critical that you be as accurate in your assessment as possible. Your ratings will be reviewed during and prior to your interview. If it is found that you over-inflated your ratings, you will be disqualified from the examination process. All passing scores will be banded.

The examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules, and regulations dealing with the preparation of examinations will apply to this examination

**Release of Test Scores below 70.** Per University regulations, the University does not release raw scores of test components once it has been determined that an applicant failed or has failed to meet the minimum qualifications for appointment to the title. In these cases, test scores are assigned an administrative score of “60.”

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**Claiming Veterans Preference Credit**

If you pass this examination, you may be eligible for the veteran preference credit if you are currently a New York State resident and have full-time active duty military service in the armed forces of the United States (not the military reserves nor the national/state guards) and have been honorably discharged or separated between:

- December 7, 1941 to December 31, 1946 (World War II)
- June 27, 1950, to January 31, 1955 (Korean Conflict)
- June 1, 1963, to December 1, 1967 (Hostilities in Lebanon)*
- October 23, 1983, to November 21, 1983 (Hostilities in Grenada)*
- December 20, 1989, to January 31, 1990 (Hostilities in Panama)*
- August 2, 1990, to end of hostilities - - - not yet determined (Persian Gulf Conflict)

* requires Expeditionary Medal

OR in the U.S. Public Health Service between:

- June 26, 1950, to July 3, 1952
- July 29, 1945 to September 2, 1945

Veterans or disabled veterans who are eligible for additional credit and wish to be considered for the credit must indicate this as part of the Exams Xpress application process. You must also download and complete the accessible form and submit it to CPS Human Resource Services, ATTN: College Accountant Examination, 241 Lathrop Way, Sacramento, CA 95815. If applying using the downloaded form process, you must complete and submit the downloadable form to CPS Human Resource Services, ATTN: College Accountant Examination, 241 Lathrop Way, Sacramento, CA 95815. Regardless of the method of application, if you indicate that you wish to be considered for the additional credit, you must submit proof of your eligibility any time between the dates of your application for the examination and the day before the establishment of the resulting eligible list. No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentary proof indicating that the service was in time of war as indicated above, and that the test-taker received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran credit.

Effective January 1, 1998, the State Constitution was amended to permit test-takers currently in the armed forces of
the United States to apply for and be conditionally granted veteran preference credit in examinations.

**Appointment Information**

**Eligible Lists** -- Once you pass the examination, your name would typically remain on the certified list of eligibles for up to one year during which time you may be appointed to a probable permanent position in the University; however, you will only be considered for appointment at the CUNY College of your current employment.

**Proof of Identity and Work Authorization** -- In accordance with the Immigration Reform and Control Act of 1986, if appointed to CUNY you must be able to provide proof of identify and proof of the right to obtain employment in the United States.

**Probationary Period** -- Each position is subject to a one-year probationary period following appointment from the CUNY Civil Service certified list of eligibles, which may be extended, under certain circumstances, as noted in The City University of New York’s Civil Service Personnel Rules and Regulations.

**English Requirement** -- You must be able to read, understand, and be understood in English. Qualifying English written and oral exams may be given to you if, in the opinion of the college appointing officer, you may not meet this requirement.

**Background Investigation** -- The University will investigate your background thoroughly. If we discover cheating, ethical breaches, or material facts about you that call into question your qualifications for the title, we will disqualify you. If you already have been appointed or placed on a certified list, we will terminate your appointment or remove you from the list.

**Advancement Opportunities** -- College Accountants may be reassigned to a higher assignment level, based upon the duties of the position.

**Other**

Applicants or their representatives may call CPS Human Resource Services at 866.864.1072 ext. 3245 for further information regarding this examination.

END
The City University of New York

CUNY CLASSIFIED CIVIL SERVICE

POSITION DESCRIPTION:

TITLE: College Accountant

CODE: 04801

DATE: 04/02/84

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This class of positions encompasses the performance of professional work in the field of college accounting or auditing, the coordination of such activities, and the supervision of employees engaged in such activities. There are four (4) assignment levels within this class of positions. The following, which may be performed in an electronic data processing environment, are typical assignments within this class of positions. All employees perform other related duties.

EXAMPLES OF TYPICAL TASKS:

Assignment Level I - Under close supervision, performs entry-level professional work in the field of college accounting. Such work includes:

- assisting in maintaining general and special books of accounts
- assisting in posting entries
- assisting in preparing trial balances, bank reconciliations, etc.
- assisting in establishing and maintaining codes for funds and reserves
- assisting in allocating costs and charges, and in classifying revenues and expenditures

Assignment Level II - Under supervision, performs professional work of average difficulty and responsibility in the field of college accounting or auditing. Such work includes:

- maintaining general and special books of accounts
- posting entries, including adjustments, closings, and extensions
- preparing trial balances, bank reconciliations, operating statements, and financial schedules
- establishing and maintaining codes for funds and reserves
- gathering data for use in preparing and analyzing various budgets and schedules
- maintaining records of costs and charges made against budgeted allocations, and classifying revenues and expenditures
- conducting financial and management audits at the colleges and preparing preliminary draft reports of such audits

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Assignment Level III - Under general supervision, coordinates and may supervise the daily activities of a major unit of a college dealing with a specialized phase or phases of accounting in conjunction with student financial aid, funds and grants, payroll, bursary, accounting in connection with financial analysis, budget activities, auditing of financial accounts and records, contract performance and compliance, etc. AND/OR performs difficult independent work in the above-indicated professional areas. Such work includes:

- participating in project planning sessions
- assisting in the development of college-wide plans, programs, and procedures for the implementation and maintenance of appropriate accounting controls
- conducting special college-wide accounting studies and surveys in order to identify changing trends and conditions
- analyzing and interpreting statements of financial conditions, preparing appropriate summaries and reports
- planning and organizing individual field audits at the colleges, preparing and reviewing audit procedures, monitoring field audit progress, and reviewing field audit reports
- assisting in the design and implementation of electronic data processing systems to meet new and changing needs

Assignment Level IV - Under general supervision, coordinates and supervises the daily activities of a major unit of a college dealing with a specialized phase or phases of accounting in conjunction with student financial aid, funds and grants, payroll, bursary, accounting in connection with financial analysis, budget activities, auditing of financial accounts and records, contract performance and compliance, etc. AND/OR performs complex independent work in the above-indicated professional areas. Such work includes:

- participating in project planning sessions
- assisting in the development of college-wide plans, programs, and procedures for the implementation and maintenance of appropriate accounting controls
- conducting and analyzing special college-wide accounting studies and surveys in order to identify and satisfy changing trends and conditions
- analyzing and interpreting statements of financial conditions, indicating deviations, reviewing trends, and preparing data extrapolations for college-wide forecasts
- implementing performance standards, and assuring compliance with such standards
- assisting in the development and design of electronic data processing systems to meet new and changing needs
- overseeing all university-wide compliance and data processing audits, instructing staff in audit techniques, developing audit capabilities, and maintaining liaison with the colleges

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited institution of higher education, which degree includes or is supplemented by at least \( \text{at least } 112 \) college credits in accounting and at least \( \text{at least } 112 \) college credits (any combination) in data processing, computer science, finance, banking, economics, statistics, auditing, or similar, AND

2. Assignment Level I - no experience required
   II - one (1) year of prior, related experience required in an appropriate field
   III - two (2) years of prior, related experience required in an appropriate field
   IV - three (3) years of prior, related experience required in an appropriate field
DIRECT LINES OF PROMOTION:

FROM: College Accounting Assistant (04800)

TO: None