

The Governor's Office of Storm Recovery Job Description

Title: Comptroller

About Us

The New York State (NYS) Office of Storm Recovery coordinates & implements State programs for Hurricanes Sandy and Irene & Tropical Storm Lee for housing, business, infrastructure & community planning.

Governor Cuomo created the Office of Storm Recovery in June 2013 to centralize recovery and rebuilding efforts in storm-affected municipalities throughout New York State. In close collaboration with local and community leaders in these areas, the Office, under the New York Rising umbrella, is working to respond to communities' most urgent rebuilding needs while also identifying long-term and innovative solutions to strengthen the State's infrastructure and critical systems for the future. New York Rising programs include: 1) the Housing Recovery program, which provides homeowners with assistance for home repairs/rehabilitation, mitigation and elevation, and buyouts; 2) the Small Business program, which includes small business grants of \$50,000 or more and low-interest loans for businesses recovering from the storms; and 3) the Community Reconstruction Program, which provides assistance through a community-driven initiative to develop distinct comprehensive recovery plans which increase resilience and economic development in the regions affected by these three storms.

Position Summary

Oversee accounting duties and supervision of the Governor's Office of Storm Recovery Finance Department. This position manages financial processes related to the receipt and distribution of the Federal Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) appropriations.

Responsibilities include but are not limited to:

- Prepare annual financial statements, as well as, quarterly and monthly financial reports to the Federal Department of Housing and Urban Development (HUD)
- Serve as the Storm Recovery chief accountant
- Oversee accounts payable and invoice processing functions; supervise an Accounts Payable Coordinator
- Coordinate the Storm Recovery staff review of invoices by working with, and providing guidance to staff and management on accounts payable issues;
- Review employee reimbursement, purchase, and payment (invoice) requests, for budgetary and contractual compliance, completeness, accuracy and conformity with HUD guidelines
- Maintain Finance files and databases
- Initiate drawdown of HUD funds from the Federal Treasury
- Reconcile Storm Recovery's banking activities

- Prepare/submit documents requested by internal, external or HUD auditors
- Assist the CFO in establishing financial controls and budgets
- Perform special projects as assigned by the CFO or Director of Operations

Qualification Requirements:

- Bachelor's degree in accounting or finance with five plus years accounting and financial management experience
- Public sector financial management experience is preferred.
- Ability to use MS Office - Word, Excel, Outlook, PowerPoint
- Comprehensive accounting, internal control and budget knowledge
- Ability to work in a team and independently
- Ability to handle multiple priorities
- Strong organizational and interpersonal skills
- Professional work ethic with a positive outlook

If interested:

All candidates must submit a resume, 3 references, and letter of interest to StormRecoveryJobs@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.