



STATE OF NEW YORK
OFFICE OF THE INSPECTOR GENERAL
OFFICE OF THE WELFARE INSPECTOR GENERAL
OFFICE OF THE WORKERS' COMPENSATION FRAUD INSPECTOR GENERAL

EMPIRE STATE PLAZA
AGENCY BLDG. 2, 16TH FLOOR
ALBANY, NEW YORK 12223
(518) 474-1010

61 BROADWAY, SUITE 2100
NEW YORK, NEW YORK 10006
(212) 635-3150

65 COURT STREET, 5TH FLOOR
BUFFALO, NEW YORK 14202
(716) 847-7118

LETIZIA TAGLIAFIERRO
INSPECTOR GENERAL

Principal Finance Officer - Upstate Regional Office
(\$64,093 - \$79,347)

The Office of the New York State Inspector General (NYSIG), as established by Executive Law Article 4-A, is entrusted with the responsibility of ensuring that New York State government, its employees, and those who work with the State meet the highest standards of honesty, accountability, and efficiency. The Office of the New York State Welfare Inspector General (OWIG), as established by section 74 of the Executive Law, is responsible for maintaining the integrity of New York State's public assistance programs. The Office of the New York State Workers' Compensation Fraud Inspector General (WCFIG), as established by section 136 of the Workers' Compensation Law, is responsible for investigating violations of the laws and regulations pertaining to the operation of the workers' compensation system.

Collectively, the three offices are known as the Offices of the Inspector General (OIG).

Job Description

OIG seeks a Principal Finance Officer for its Upstate Regional Office, based in Albany, New York. The responsibilities of the Principal Finance Officer include financial management, procurement, and overall fiscal activities of the Offices of the Inspector General.

Specific duties include, but are not limited to:

Financial Management

- Reconcile monthly bank statements
- Monitor and record all expenditures
- Authorize payments (i.e. rent, utilities, etc.)
- Conduct transactions within the Statewide Financial System
- Monitor budget and perform transactions to ensure financial stability

Procurement

- Procure goods and services as prescribed by State Finance Law (i.e. preferred sources, State contracts, discretionary spending)
- Maintain comprehensive record of all purchases
- Ensure purchasing requirements (i.e. State Finance Law) are upheld

Office Administration

- Authorize and coordinate employee travel
- Complete mandated state reporting relating to agency budget and operations
- Update records during the onboarding and offboarding process, including but not limited to issuing travel cards, maintaining personnel files, and updating staff spreadsheets, organizational charts and floor plans
- Performs administrative duties as assigned

Minimum Qualifications

- Bachelor's degree in Accounting or Business Management or in a related discipline from a college or university accredited by the U.S. Department of Education or internationally recognized accrediting organization
- At least 5 years, full time professional experience in an accounting or financial management position with New York State.

New York State Residency is Required. This is a Management Confidential position that is appointed by the Inspector General. Salary is commensurate with experience.

To Apply:

The deadline for applying is March 27, 2020. Please email resume and cover letter, referencing **Job ID #20-0127** in the subject line, to:

jobs@IG.NY.gov

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