



## EXAMINATION NOTICE

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

### College Accountant Exam #2043

*(Promotional – open only to permanent qualified CUNY College Accounting Assistants)*

#### STARTING SALARY

Permanent College Accounting Assistants with less than 2 years of CUNY service	Permanent College Accounting Assistants with 2 years or more of CUNY service
Salary upon entry: \$37,289	Salary upon entry: \$42,147

**Filing Period Opens: Monday August 12, 2013**

**Filing Period Closes: Friday, September 13, 2013 -- Applications must be received (*not postmarked*) by 5 PM EST this date.**

**Filing Fee:** A \$40 filing fee is required to enter the selection process. All applicants must pay the filing fee, unless qualified to receive a waiver.

**By the date of application all applicants must meet the following minimum qualifications:**

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
    - a. including or supplemented by at least 18 credits in accounting
- AND**
- b. at least six (6) credits in data processing, computer science, banking, economics, statistics, or similar courses.
- All applicants must have an OFFICIAL transcript sent directly to CPS by the close of the application date Friday, September 13, 2013. All scores will be conditional upon receipt and review of official transcripts. If applying online, applicant may upload transcript directly. If the applicant wishes to fax a transcript to CPS, applicant should fax to: 916-561-7230**
3. **Demonstrate English language proficiency: ability to speak, read, writes, and understands English well enough to meet minimally acceptable performance standards for this job. English proficiency will be evaluated at the time of interview**

**Note:** CUNY considers full-time work to be 35 hours per week. Part-time experience of at least 20 hours per week will 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.

**NOTE:** ALL Applicants must meet the minimum qualifications at the time of application for this title in order to be eligible.

The City University of New York (CUNY)

An Equal Opportunity Employer/Affirmative Action/Immigration Reform and Control Act/Americans with Disabilities Act Employer.

Visit the CUNY website at [www.cuny.edu](http://www.cuny.edu)

**ELIGIBILITY FOR EMPLOYMENT:** Candidates must be legally eligible to work in the United States at the time of appointment and throughout employment with CUNY. If appointed, candidates must produce documents that establish identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986 and the Immigration and Nationality Act.

### Description of the Job

Performs professional work in the field of accounting or auditing in a higher education setting, coordinates accounting activities, and may supervise employees engaged in accounting activities. Work may be performed utilizing computer and related technologies. There are five (5) Assignment levels for this position (1, 1-A, 2, 3, 4).

Level 1– Under close supervision, positions at this level perform entry-level professional work in the field of accounting.

Level 1-A – This assignment level is only for College Accountants who have five years of full time service as a College Accountant and have not progressed to levels 2, 3, 4.

Assignment Level 2 – Under supervision, performs professional work of average difficulty and responsibility in the field of accounting or auditing.

Assignment Level 3 – Under general supervision, coordinates and may supervise the daily activities of a major unit dealing with a specialized phase or phases of accounting, usually in conjunction with student financial aid, funds and grants, payroll, bursar functions, accounting to support financial analysis, budget, auditing of financial accounts and records, contract performance and compliance, and similar. May perform difficult independent work in these professional areas.

Assignment Level 4 – Under general supervision, coordinates and supervises the daily activities of a major unit dealing with a specialized phase or phases of accounting usually in conjunction with student financial aid, funds and grants, payroll, bursar functions, accounting to support financial analysis, budgeting, auditing of financial accounts and records, contract performance and compliance, and similar. Also performs complex independent work in these professional areas.

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### Application Process

**By the date of application all applicants must meet the following minimum qualifications:**

1. Have permanent status (not provisional nor probationary) in the title of College Accounting Assistant
- AND**
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    - a. including or supplemented by at least 18 credits in accounting
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**All applicants must have an OFFICIAL transcript sent directly to CPS by the close of the application Friday, September 13, 2013. All scores will be conditional upon receipt and review of transcripts. If applying online, applicant may upload transcript directly. If the applicant wishes to fax a transcript to CPS, applicant should fax to: 916-561-7230**

3. **Demonstrate English language proficiency: ability to speak, read, writes, and understands English well enough to meet minimally acceptable performance standards for this job. English proficiency will be evaluated at the time of interview**

**Application closes on Friday, September 13, 2013. By the date of your application you must:**

- Step 1. Complete the entire application either online or on paper. The application website is <https://cuny.cps.ca.gov>

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or [www.cuny.edu](http://www.cuny.edu). At Cuny.edu click on **Employment**, then **Classified Civil Service** then **Upcoming Civil Service Exams**, and then College Accountant Exam #2043 for the exam notice or click on the **EXAMS XPRESS** link at the top of the page.

- As a part of the application, you must attest to your understanding that cheating, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification from the exam process;
- Pay the non-refundable filing fee of \$40, via credit/debit card or U.S. Postal or bank money order, or certified check (made payable to *The City University of New York*) or complete the Fee Waiver Request. **NO PERSONAL CHECKS WILL BE ACCEPTED**;
- Submission of fees will not be accepted after the close of the filing period. The filing fee will not be refunded if you fail this examination. Waiver of the filing fee is available under §50.5(b) of New York State Civil Service Law. To qualify for a waiver, you must have a *demonstrable* financial hardship and complete the "*Application Fee Waiver Request and Certification Form*". Your waiver request form and supporting documents must be submitted along with your application by the close of the filing period.

**Applications must be received (not postmarked) by the closing date of Friday, September 13, 2013.**

**ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED; DO NOT RETURN YOUR APPLICATION TO ANY CUNY COLLEGE**

**Mail payments & completed paper applications to:**

**CPS HR Consulting  
ATTN: CUNY College Accountant Exam #2043  
11140 Rockville Pike, Suite 550K  
Rockville, MD 20852**

- Step 2. Meet the minimum qualifications and sign the application attestation
- Step 3. Pass the online Work Experience Test.
- Step 4. After passing the entire examination, you may view your score in the Exams Xpress system once your final banded score has been calculated.
- Step 5. A CUNY Certified List of Eligible candidates or each campus will be established.
- Step 6. If qualified, you may be invited for an interview by a college.
- Step 7. If selected, after the conditional offer of employment, you must successfully undergo: a background investigation, including a fingerprint screening and verification of your education, licenses and work history. You are required to pay the fees for fingerprinting

Before being appointed unconditionally, you must undergo a background check, including a fingerprint screening and verification of your education and work history

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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. All scores will be conditional upon receipt and review of official transcripts.

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

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**NOTES:**

- A. **Release of Test Scores Below 70.** Per University regulations, the University does not score tests once it has been determined that an applicant failed to meet the minimum qualifications for appointment to the title. In these cases, test scores are assigned an administrative score of "60."
- B. Email is the preferred method of communication between CUNY and applicants. Please include a valid email address with your application and keep it up to date. It is the candidate's responsibility to update contact information. Address, name, telephone number and email address changes should be emailed to: [Classified.Centex@cuny.edu](mailto:Classified.Centex@cuny.edu) or mailed to OHRM, Campus HR Advisory Services, 205 East 42nd street, New York, NY 10017. **NO APPLICATIONS ARE ACCEPTED AT THIS LOCATION.**
- C. All candidates must meet the minimum qualifications at the time of application. If you do not meet the minimum qualifications for this title, you will be disqualified; if you have already been appointed, you will be terminated. You must attest to the accuracy of the information you provided at the end of your application. You must attest to your understanding that cheating, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification from the exam process
- D. It is your responsibility to complete the application fully and accurately and to submit all supporting documentation of your claims of veteran/ disabled veteran / legacy credit, or foreign education or your requests for fee waiver, disability accommodation during the written test or an alternate written test date.  
Your education and work history will be verified. If you completed college coursework OUTSIDE of 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 within the United States. Agencies that are certified to make this evaluation are listed on the "Foreign Education Fact Sheet". It can be downloaded from the website: <https://cuny.cps.ca.gov> . You must pay the evaluation fee directly to the evaluating agency you selected and forward the results of the evaluation to CPS. The certified evaluation of your foreign education must be sent within 30 days after the close of the filing period to:

**CPS HR Consulting  
ATTN: CUNY College Accountant Exam #2043  
11140 Rockville Pike, Suite 550K  
Rockville, MD 20852**

- E. Retirees from public service employment with New York State or its political subdivisions including the City of New York are eligible for appointment (through the process outlined in this Notice). CUNY will not, however, be able to request a waiver of the earnings limitation for retirees under the age of 65, established in Section 212 of New York State Retirement and Social Security Law. For 2013, the annual earnings limitation is \$30,000 per year.
- F. **Claiming Veteran's or Legacy Credit Preference Credit**  
If you pass this examination, you may be eligible for the veteran's 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. 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 electronic application process, download the form, and complete it. You must submit all supporting documentation of your claims of veteran's preference credit or legacy credit eligibility before the establishment of the eligible list. Veteran and Legacy credit forms are available at: <https://cuny.cps.ca.gov>. No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentation. Effective January 1, 1998, the NY 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.
- G. If you pass an examination for original appointment (not promotion), you may be eligible for (Legacy Credit) an additional 10 points being added to your final examination score if your parent or sibling has been killed in the line of duty as a firefighter or police officer in the service of the City of New York and you are applying for a position which would gain you entry into the public service. **Legacy Credit is not applicable for promotional examinations.**  
**For Parent Legacy Credit:** if candidate's parent was killed in the line of duty as a firefighter or police officer in the service of New York City.  
**For Sibling Legacy Credit:** if candidate's sibling was killed in the line of duty as a firefighter or police officer in the

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service of New York City as a result of the September 11, 2001, World Trade Center attack, or as a result of the rescue effort that took place in response to the attack.

A candidate can receive Legacy Credit for no more than one parent or one sibling. A candidate can, however, receive Legacy Credit for both a parent and a sibling; in which case, the candidate may be entitled to 20 points. Legacy Credit should be requested at the time of application, but **must** be requested no later than the day before the eligible list is established.

If a candidate requests Legacy Credit after an application has been submitted, the candidate must write a letter indicating the candidate's name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and whether the request is for Parent Legacy Credit, Sibling Legacy Credit, or both. Claims for Legacy Credit cannot be made once the eligible list is established. All claims for Legacy Credit will be investigated. All candidates making such claims will be required to present to CPS HR Consulting Services, **prior to eligible list establishment**, documentation verifying their claim. Address all credit requests and documentation to:

**CPS HR Consulting**  
**ATTN: CUNY College Accountant Exam #2043**  
**11140 Rockville Pike, Suite 550K**  
**Rockville, MD 20852**

**Note on Legacy Credit Usage:**

You may use Legacy Credit only once for appointment from a City, State, or County open-competitive Civil Service eligible list from a jurisdiction within the State of New York. Legacy Credit will be added only to the final score of those candidates who pass all parts of the examination.

**Before being appointed, you must:**

1. Take and pass the job-related Civil Service Examination that measures critical skills for the position;
2. Undergo a background check, including a fingerprint screening and verification of your education and work history;

Your final banded score will be determined by your Written Exam score and any veteran's preference / legacy credits that you receive. Your final banded score will determine the order in which you are certified from the eligible list for vacancies. 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 eligible list resulting from the OPEN COMPETITIVE examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City. New York City residency is not required for employment in this title.

Applicants **MUST** select, at the time of application, the New York City five (5) boroughs in which they will accept appointment. Separate eligible lists for each of the (5) boroughs **MAY** be created. Names will be placed only on the eligible lists for the borough or boroughs selected. When the eligible lists are established, names are placed only on the list(s) in the borough or boroughs selected by the candidate. While the exam score will remain the same, the rank order may differ from one borough list to another. Failure to designate a borough of consideration shall result automatically in a designation by the University Personnel Director in the closest borough of the candidate's address on the application.

Eligible Lists – Once you pass the examination, your name will remain on the certified list of eligible candidates for up to one year during which time you may be appointed to a probable permanent position in the University. **Probationary Period** – Each position is subject to a one-year probationary period following appointment from the CUNY civil service certified list of eligible candidates, which may be extended, under certain circumstances, as noted in The City University of New York's Civil Service Personnel Rules and Regulations

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**Applicants or their representatives may call CPS Human Resource Services toll free at 866-864-1072, extension 3245 for further information regarding this examination.**

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