

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 0244700**

<b>Assistant Director Accounting Operations, M-3</b>	<b>0244700</b>
<b>Director Accounting Operations, M-5</b>	<b>0244800</b>

Brief Description of Class Series

The Assistant Director and Director Accounting Operations oversee the Accounting Operations Department at the New York State Insurance Fund (NYSIF). These positions are found only at NYSIF.

Distinguishing Characteristics

*Assistant Director Accounting Operations:* competitive, one position class; assists the Director Accounting Operations in establishing policies and directing the daily activities of the Accounting Operations Department.

*Director Accounting Operations:* non-competitive, one position class; directs the Accounting Operations Department.

Illustrative Duties

*Assistant Director Accounting Operations*

Assists in establishing policies and directing the daily activities of the Department.

- Ensures that departmental policies and procedures are followed.
- Recommends changes to policies and procedures to increase efficiency.
- Supervises the section heads of the units within Accounting Operations.
- Coordinates training for staff.

Directs efforts to resolve overdue accounts.

Coordinates with the Director of Accounting Operations and Director Internal Control NYSIF to establish and maintain general ledger, bookkeeping, accounting, and

budgetary internal controls.

Manages the preparation of the Annual and Quarterly Statements for Workers' Compensation Fund (WCF) and Disability Benefit Fund (DBF) Report to the New York State Department of Financial Services (DFS) and the NYSIF Annual Report to the Board of Commissioners.

- Prepares the annual audited statements for WCF and DBF, as well as the Aggregate Trust Fund.

Coordinates NYSIF's annual audit and review process with the independent audit firm required by DFS as well as the triennial examination conducted by DFS.

Coordinates with the Office of the State Comptroller's audit staff that routinely audit samples of payments processed by Accounts Payable. .

#### *Director Accounting Operations*

Directs the Accounting Operations Department.

- Establishes and implements policies and procedures, including contributing to automating various processes.
- Reviews and recommends enhancements to procedures for collecting and depositing NYSIF premiums, Workers' Compensation Board reimbursements, third party settlements, claimants' refunds, and other miscellaneous trust funds.
- Ensures the accuracy and validity of the financial reporting systems.
- Advises the Chief Fiscal Officer on all financial policy proposals and advises on any identified risks.
- Ensures that the quarterly computation of loss reserves received from Actuarial aligns with financial statements.
- Manages the annual audit including the preparation of NYSIF's audited financial statements and footnotes.

#### Minimum Qualifications

##### *Assistant Director Accounting Operations*

Promotion: one year of service as a Principal Accountant, or an Auditor 3.

##### *Director Accounting Operations*

Non-Competitive: twelve years of experience in insurance accounting, collections, cash management or auditing. Three years of the experience must have been at a managerial level.

Substitutions: an associate's degree may substitute for two years of experience; a master's degree may substitute for five years of experience; and a doctorate may substitute for six years of experience. Certification as a CPA may substitute for two years of the general experience.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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