

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Note: For this position candidates must be permanent civil servant Clerical Associate with the City of New York or be reachable on the current Clerical Associate civil service list.

Title:	Clerical Associate (Level 3)
Salary:	\$35,285 - \$41,000
Bureau/Division:	Bureau of Accountancy/Fiscal Services Division
Period:	June 9, 2014 – June 20, 2014

JOB DESCRIPTION

The Bureau of Accountancy is responsible for all aspects of the City's accounting and financial reporting. Under the direct supervision of the Unit Chief of Judgment and Claims within the Fiscal Services Division, the candidate with latitude for independent initiative and judgment, will perform responsibilities that include, but are not limited to, the following:

- Verify and review payments processed for judgments and claims to ensure that the payment information is accurate as per court ordered documents;
- Assist the Unit Chief of Judgment and Claims with the release of payments for disbursement for nightly processing in the City's Financial Management System (FMS);
- Respond to all internal and external inquiries;
- Assist with the distribution of judgment and claims to be processed by the staff within the Unit;
- Assist the Unit Chief of Judgment and Claims with other responsibilities as assigned; and performs related assignments or special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

- Candidate must be a permanent civil servant Clerical Associate with the City of New York, or be reachable on the current Clerical Associate civil service list;

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Detail oriented and well organized; Ability to multi-task, meet deadlines and work independently.
 - Excellent interpersonal, communications and organizational skills, Knowledge of FMS and OASIS – Claims (including Microsoft Office Suite proficiency) preferred.
-

TO APPLY, GO TO:

Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply.

We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: June 9, 2014	POST UNTIL: June 20, 2014	JVN: 015-014-026
--------------------------------------	-------------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer