

**REVISED – MINIMUM QUALIFICATIONS**

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

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| <b>Title:</b>           | <b>Staff Analyst Trainee</b>                          |
| <b>Salary:</b>          | <b>\$35,538 - \$41,000</b>                            |
| <b>Bureau/Division:</b> | <b>Bureau of Accountancy/Fiscal Services Division</b> |
| <b>Period:</b>          | <b>August 11, 2014 – September 1, 2014</b>            |

**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);
- Receives training in and assists in collecting and analyzing data on bureau processes to improve efficiency;
- 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.

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**MINIMUM QUALIFICATION REQUIREMENTS**

- BA/BS from an accredited college.

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**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.

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**TO APPLY, GO TO:**

Employment Opportunities at [www.comptroller.nyc.gov](http://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.

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| <b>POSTING DATE:</b><br>August 11, 2014 | <b>POST UNTIL:</b><br>September 1, 2014 | <b>JVN:</b><br>015-014-026R |
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The NYC Comptroller's Office is an Equal Opportunity Employer