

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Unit Chief, Judgment & Claims Payments
Salary:	\$55,000 - \$65,000
Bureau/Division:	Bureau of Accountancy/Fiscal Services
Period:	February 19, 2014 – March 14, 2014

JOB DESCRIPTION

The Bureau of Accountancy (BOA) is responsible for all aspects of the City's accounting and financial reporting. Under the supervision of the Division Chief, the Unit Chief will supervise the payments of the Judgment and Claims (J&C) Unit. Responsibilities include, but are not limited to, the following:

- Perform a detail review of all judgment and claims payment vouchers prior to release and ensure that payments are processed in accordance with court ordered documents;
- Assign claims for payment processing by staff on a daily basis;
- Update OASIS Claims application to reflect check cancellations and payment refunds;
- Prepare deposits for refunds;
- Resolve inquiries and communicate concerns to the Division Chief;
- Guide and monitor the performance of staff, including training, setting tasks and standards, and performing employee evaluations; participate in hiring decisions for staff;
- Perform other related work and assignments as may be required.

QUALIFICATION REQUIREMENTS

- BA/BS degree and four (4) or more years of satisfactory, full-time progressively administrative experience requiring independent decision-making concerning program management, planning, or managing the activities of a large scale administrative operation concerned with the intake and processing of information such as inquiries, payments, judgments, settlements or closely related activities; **or**
- An associate degree or 60 semester credits from an accredited college and five (5) or more years of satisfactory, full-time progressively experience as described above; **or**
- A four year high school diploma or its educational equivalent and (6) six years of satisfactory, full-time progressively responsible experience as described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Supervisory experience preferred.
- Experience with OASIS Claims Application and knowledge of NYC Financial Management System (FMS Accounting) ideal.
- Strong research and analytical skills; ability to multi-task, meet deadlines and work independently.
- Excellent interpersonal, communication, accounting and organizational skills (includes Microsoft Office Suite proficiency).

TO APPLY, PLEASE SUBMIT RESUME & COVER LETTER WITH JVN NUMBER IN THE SUBJECT LINE TO:

Recruitment@comptroller.nyc.gov

OR

**NYC Office of the Comptroller
Personnel Division - JVN # 015/14/008
1 Centre Street – Room 710
New York, New York 10007**

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: February 19, 2014	POST UNTIL: March 14, 2014	JVN: <u>015/14/008</u>
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The NYC Comptroller's Office is an Equal Opportunity Employer