

**Only Candidates currently serving permanently in the Procurement Analyst title or reachable on the current Procurement Analyst list are eligible to apply for this position.**

## **NYC OFFICE OF THE COMPTROLLER**

### **JOB VACANCY NOTICE**

<b>Title:</b>	<b>Contract Reviewer (Contract Registration)</b>
<b>Salary:</b>	<b>\$45,000 - \$55,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Contract Administration</b>
<b>Period:</b>	<b>December 18, 2014 – January 18, 2015</b>

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### **JOB DESCRIPTION**

The Comptroller's Bureau of Contract Administration (BCA), in accordance with the NYC Charter, is responsible for reviewing all contract actions including, but not limited to, contracts, contract amendments, leases and concessions entered into between City agencies and vendors to determine whether the particular actions should be registered. The Contract Registration Division reviews and ensures compliance to the Procurement Policy Board (PPB) rules, Comptroller's Directives and other City/State/Federal mandates.

The BCA seeks a Contract Reviewer for the Contract Registration Division. Under the supervision of the Unit Chief and Contract Registration senior management, responsibilities include, but are not limited to:

- Reviewing classification of contract transactions to determine if the appropriate documentation has been provided to support the registration of each contract action;
- Examining contract action submissions to ensure the information provided by City agencies complies the PPB Rules, City / State / Federal mandates and proper contracting policies and procedures;
- Reviewing FMS information to determine if the appropriate data entries have been made by the contracting Agency;
- Using VENDEX to determine a vendor's responsibility by reviewing previous performance evaluations and adverse information;
- Interacting with City procurement staff to obtain appropriate contract documents as well as to request any necessary changes;
- Registering or returning/rejecting contract transactions, when appropriate; and
- Performing other related tasks and assignments, as required.

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### MINIMUM QUALIFICATION REQUIREMENTS

- BA/BS degree from an accredited college and six (6) months or more of satisfactory full-time professional experience in procurement of goods, or related services, or professional, technical or administrative experience in contract negotiation/management; **or**
- An associate degree or completion of 60 semester credits from an accredited college, and eighteen (18) months or more of satisfactory, full-time professional experience as described above; **or**
- A four-year high school diploma or its educational equivalent and two and one-half (2 ½) years or more of satisfactory full-time professional experience as described above;

**Note:** College education may be substituted for professional experience under above at the rate of 30 semester credits from an accredited college for 6 months of experience.

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### PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Knowledge of the City's Financial Management System (FMS), OASIS Maintenance and OASIS file and contract basket preferred.
  - Excellent interpersonal, communication and organizational skills (including Microsoft Office Suite proficiency).
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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.

<b>POSTING DATE:</b> December 18, 2014	<b>POST UNTIL:</b> January 18, 2015	<b>JVN:</b> 015/015/029
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**The NYC Comptroller's Office is an Equal Opportunity Employer**