

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

## **NYC OFFICE OF THE COMPTROLLER**

### **JOB VACANCY NOTICE**

<b>Title:</b>	<b>Bookkeeper (multiple positions)</b>
<b>Salary:</b>	<b>\$37,000 – \$47,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Accountancy/Fiscal Services Division</b>
<b>Period:</b>	<b>January 26, 2015 – Until Filled</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 a Unit Chief within the Fiscal Services Division, the candidate with latitude for independent initiative and judgment, will conduct responsibilities that include, but are not limited to, the following:

- Verify and review supporting documentation for judgments and claims to process payment accurately and timely;
- Prepare vouchers for payment using the Financial Management System (FMS) which is the City's centralized accounting system, and ensure that payment agrees to the invoice;
- Review and verify the validity of all requests for reissuance of Workers Compensation checks;
- Respond to all internal and external inquiries; and
- Assist the Unit Chief with additional responsibilities as assigned.

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### **QUALIFICATION REQUIREMENTS**

A four-year high school diploma or its educational equivalent and two (2) years of satisfactory bookkeeping experience.

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### **PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- Microsoft Office Suite proficiency;
  - Detail oriented and well organized;
  - Ability to multi-task, meet deadlines and work independently;
  - Knowledge of FMS and OASIS – Claims (preferred);
  - Excellent interpersonal and communication skills.
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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> January 26, 2015	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/015/035
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**The NYC Comptroller's Office is an Equal Opportunity Employer**