

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Citywide Managerial Lump - Sum Reviewer
Salary:	\$65,000 - \$77,000
Bureau/Division:	Administration
Period:	October 06, 2015 – Until filled

JOB DESCRIPTION

Under the direction of the Director of the Payroll & Time Management Unit, the Citywide Managerial Lump Sum Reviewer will be responsible for Citywide audits of Managerial Lump Sum Cases for members of the Pay Plan for Management Employees (PPME) upon separation from City service. Responsibilities include, but are not limited to, the following:

- Reviews and audits Citywide Managerial Lump Sum cases to ensure accuracy and agency compliance with the Comptroller's Internal Control and Accountability Directive #14, Leave Balance Payments;
- Provides interpretive expertise in all aspects of separation payments, and implements related guidelines and procedures, Executive Orders, the Personnel Rules & Regulations of the City of New York, Personnel Service Bulletins issued by the Department of Citywide Administrative Services (DCAS), User Services guides issued by the Office of Payroll Administration, directives from the Office of Labor Relations, and other relevant rules, regulations or documents affecting final managerial lump sum payments;
- Drafts correspondence and documents to agency representatives related to audit findings and inquiries related to submitted cases;
- Performs a variety of administrative and customer service functions including providing accurate and timely responses to agency representatives regarding lump sum cases/payments;
- Serves as liaison to the Department of Citywide Administrative Services, Office of Payroll Administration, Office of Labor Relations, as well as other citywide groups or committees as may be required;
- Prepares, and creates, related *ad-hoc* reports and all data related to separation payments and budget activities, conditions or profiles;
- Oversees and maintains the repository of complete and accurate files and data as related to MLS cases;
- Supervises assistant in any or all of the above functions, and performs related assignments or special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A graduate degree from an accredited college in finance, accounting, business or public administration, or a closely related field, and two (2) or more years of satisfactory professional experience in payroll administration, budget, accounting, financial, fiscal, personnel or public administration, or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; **or**
 2. A baccalaureate degree from an accredited college and four (4) years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Strongest candidates will have the knowledge of and ability to interpret Executive Orders, city-wide policies and procedures issued by the NYC Office of Payroll Administration, Department of Citywide Administrative Services, and the Office of Labor Relations.
 - The successful candidate must display sound understanding of the Managerial Lump Sum process, specifically the Leave Regulations for Management Employees, and will reveal excellent knowledge of general rules and regulations.
 - The ideal candidate must also demonstrate proficiency with, CHRMS, PMS, RMDS, and NYCAPS systems and their reports. Good quantitative skills a plus.
 - Previous experience regularly handling and maintaining confidential data is expected.
 - Exceptional interpersonal skills must be demonstrated. This is particularly important in the context of the often sensitive nature of the interactions and communications that regularly occurs with employees.
 - Excellent organizational, and communications skills including advanced knowledge of Microsoft Office suite products expected.
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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: October 6, 2015	POST UNTIL: Until Filled	JVN: 015/016/022
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The NYC Comptroller's Office is an Equal Opportunity Employer