

Only Candidates currently serving permanently in the Civil Service Principal Administrative Associate (PAA) title or reachable on the current PAA Civil Service list are eligible to apply for this position.

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Principal Administrative Associate (Payee Information Portal/Tax Reporting Unit)
Salary:	\$41,810 – \$48,082
Bureau/Division:	Bureau of Accountancy
Period:	November 16, 2015 – November 30, 2015

JOB DESCRIPTION

The Bureau of Accountancy (BOA) is responsible for all aspects of the City's accounting and financial reporting. All of the functions of the Bureau are performed by one of its eight divisions. The Vendor Support Division is responsible for vendor approval, data management of vendor information in FMS, administration of Backup Withholding procedures, and monitors the issuance of IRS tax reporting forms in accordance to IRS regulations.

Reporting directly to the Unit Chief of the Payee Information Portal/Tax Reporting Unit, responsibilities include, but are not limited to, the following:

- Review and approve for processing within the City's Financial Management System (FMS), forms and other related legal documentation required by the Internal Revenue Service (IRS) to certify taxpayer identification;
- Assist agencies and vendors doing business with The City to address inquiries to avoid delay or interruption of vendors dealings with The City;
- Conducts research and/or perform FMS queries as required in order to complete tasks assigned;
- Aides in ensuring the accuracy and integrity of vendor data in FMS;
- Perform related assignments and special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or

3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Ability to work independently and in a team environment;
- Ability to interface and work with all staff levels and meet deadlines;
- Excellent interpersonal, communication, analytical and organizational skills, including Microsoft Office Suite proficiency.

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: November 16, 2015	POST UNTIL: November 30, 2015	JVN: 015/016/035
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The NYC Comptroller's Office is an Equal Opportunity Employer