

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Bookkeeping Associate (Judgement and Claims)
Salary:	\$42,000 - \$48,000
Bureau/Division:	Bureau of Accountancy/Fiscal Services Division
Period:	February 1, 2016 to February 16, 2016

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 Bookkeeping Associate's responsibilities 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 required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college including or supplemented by at least 6 semester credits in accounting and six months of professional bookkeeping experience; **or**
2. A four-year high school diploma and 4 or more years of professional bookkeeping/ accounting experience; **or**
3. Education and/or experience equivalent to "1" and "2" above. College education may be substituted for experience on the basis of 15 semester credits per year for up to 18 months of experience. However, all candidates must have at least an approved four-year high school diploma or its educational equivalent, and either 6 semester credits in accounting from an accredited college or 6 months of experience as described above.

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.

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: February 1, 2016	POST UNTIL: February 16, 2016	JVN: 015/016/049
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The NYC Comptroller's Office is an Equal Opportunity Employer