

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

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| <b>Title:</b>           | <b>Citywide Auditor – Managerial Separation Payments</b> |
| <b>Salary:</b>          | <b>\$75,000 - \$95,000</b>                               |
| <b>Bureau/Division:</b> | <b>Administration</b>                                    |
| <b>Period:</b>          | <b>June 24, 2016 – Until Filled</b>                      |

### JOB DESCRIPTION

Under the direction of the Director of the Payroll & Time Management Unit, the Citywide Auditor will be responsible for citywide audits of Managerial Lump Sum (MLS) 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, including but not limited to, the Comptroller's Internal Control and Accountability Directive #14, Leave Balance Payments;
- Provides interpretive expertise on 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 (OPA), directives from the Office of Labor Relations (OLR), 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;
- Oversees and maintains the repository of complete and accurate files and data related to MLS cases;
- May serve as a liaison to DCAS, OPA, OLR, as well as other citywide groups or committees as may be required on the matter of Managerial Separation Payments ;
- Prepares, and creates *ad-hoc* reports and all other data related to separation payments and budget activities, conditions or profiles;
- Supervises assistant in any or all of the above functions, and
- Performs other related assignments or special projects as required.

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## MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and four (4) or more years of progressively responsible administrative experience in payroll administration, budget, accounting, financial analysis, fiscal, personnel, or public administration, program management or planning, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity; **or**
  2. Education and/or experience equivalent to “1” above.
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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Strongest candidates will have the knowledge 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 associated 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. This is particularly important in the context of the often sensitive nature of the interactions and communications that regularly occur with employees;
  - Exceptional interpersonal skills must be demonstrated. Candidate must be responsive to requests from stakeholders and agency inquiries.
  - 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](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.

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| <b>POSTING DATE:</b><br>June 24, 2016 | <b>POST UNTIL:</b><br>Until Filled | <b>JVN:</b><br>015/016/094 |
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**The NYC Comptroller’s Office is an Equal Opportunity Employer**