

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice

Civil Service Title: Principal Administrative Associate	Level: 01
Title Code No: 10124	Salary: \$39,981.00 - \$58,568.00
Office Title: Principal Administrative Associate	Work location: 1 Centre St., N.Y.
Division/Work Unit: DFMO/Agencywide Audits & Accounts	Number of Positions: 1

Hours/Shift: Day

Job Description

The Department of Citywide Services (DCAS) seeks to hire a Principal Administrative Associate Level 1 to work within the Division of Fiscal Management and Operations' (DFMO), Bureau of Audits and Accounts. The candidate's duties will be to utilize utilizes manual and automated office systems and encompasses responsible office work of varying degrees of difficulty; work independently as well as under the direction of their supervisor, with some latitude for independent action and decision making; the duties assigned to this position include the analysis and control processing of complex capital payment submissions; interact and communicate effectively with fiscal liaisons from capital budget and resident engineers as well as audit personnel from the engineering audit unit; insure the uniformity and completeness of the Department's financial records which are frequently requested by oversight authorities, making it essential that they be properly maintained. The candidate will also be responsible to:

- Perform extensive analysis of payment packages with respect to the contract price and discount provisions, previous services rendered, certified payroll submissions, timesheets, delivery and/or inspection certifications, analysis of detailed budget and engineering information
- Comprehensively process detailed payment vouchers for routine purchases as well as complex submissions generated by the Engineering Audit Office, Capital Budget Unit, the Office of Energy Conservation, and the Division of Real Estate Services
- Serve as the unit's liaison with respect to inquiries received from construction companies and resident engineers, and staff from the Office of the Comptroller, DOI, the Law Department, and other legal entities including internal and external auditors and FEMA reimbursement audits
- Directly resolves vendor inquiries concerning vendor payment discrepancies, the application of payment warrants, retainage, fixed assets, and assist with general informational requests
- Handle most of the 'rush' processing being walked-thru for immediate check due to critical or health and safety related expedites as well as the analysis and resolution of issues related to that work

Qualification Requirements

1. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), 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 or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), and four years of satisfactory, full-time progressively responsible clerical/administrative experience as 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 as described in (1) above; or
4. Education and/or experience which is 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 the rate of 30 semester credits from an accredited college or university (as above) for 6 months of experience, up to a maximum of 3 1/2 years.

New York City residency required within 90 days of appointment.

Essential Skills

The candidate should possess knowledge of FMS vendor payments and budget functions; intermediate knowledge of Excel spreadsheets; knowledge of PPB rules, Comptroller Directives, DCAS small purchase procedures, general audit practices, as well as agency and oversight procedures and requirements.

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/007152. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:
 Recruitment Coordinator
 DCAS/Human Resources Office
 1 Centre Street, 17th Floor North
 New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 11/12/2009

Post Until: 11/26/2009

JVN: 868-2010-007152

The City of New York is an Equal Opportunity Employer.