

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

Civil Service Title: Principal Administrative Associate	Level: 03
Title Code No: 10124	Salary: \$49,488.00 - \$75,630.00
Office Title: DFMO/PAA Level 3	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 Administrative Services (DCAS) seeks to hire a Principal Administrative Associate Level 3 to work within the Division of Fiscal Management and Operations' (DFMO), Bureau of Audits and Accounts. The candidate's duties will be to supervise and coordinate the receipt and reconciliation of incoming receivables and the recognition to proper revenue codes; safeguard, organize, scheduling, and transport the daily deposits to various banks; proactively generate and analyze rollover reports for the year-end closing, review and summarize processed vouchers to identify prior-year chargebacks and establish agency-wide accruals for submission to the Comptroller's Office; oversee the preparation and timely execution of fuel-related payments and provide monthly details for reporting purposes; preparation of billing and follow-up collections for various charges in arrears; arrange for the refund of security deposits to contractors; systematize and maintain electronic and paper records for research purposes; serve as liaison with Comptroller and Finance staff on various banking matters; demonstrated ability to supervise and direct clerical and/or professional staff; must possess exceptional verbal and written communication skills to effectively interact with various levels of this agency and other external customers.

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 banking supervisory experience with a demonstrated ability to analyze and implement controls necessary with the processing of cash and checks; demonstrated ability to organize, prioritize, and multi-task in a high volume A/R operation; in addition to being thoroughly computer literate, candidate must possess a detailed knowledge of advanced features in Excel.

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#10/007288. 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: 11/10/2009

Post Until: 11/25/2009

JVN: 868-2010-007288

The City of New York is an Equal Opportunity Employer.