

**CITY OF NEW YORK DEPARTMENT OF CULTURAL AFFAIRS
CITYWIDE VACANCY NOTICE**

Office Title: Bookkeeper	Salary: \$33,806 - \$44,855
Civil Service Title: Bookkeeper (1) position	Work Location: 31 Chambers Street, 2 nd Floor, New York, NY 10007
Title Code: 40526	Work Unit: Finance & Strategic Initiatives

Job Description

The Department of Cultural Affairs (DCLA) seeks to fill the position of Bookkeeper. DCLA coordinates the City's support for 34 City-owned cultural institutions as well as hundreds of not-for-profit cultural organizations -- the astonishingly rich and diverse collection of groups that call New York City home. This constituency represents an array of internationally renowned as well as community-based organizations including performing arts organizations and venues, museums, historic houses, media centers, visual arts spaces, and literary organizations. The Finance & Strategic Initiatives unit manages the agency's \$100+ expense budget, while also coordinating the agency's capital budget and certain agency-wide initiatives. Under the supervision of the Director of Finance and Strategic Initiatives, the Bookkeeper's responsibilities will include but not be limited to the following:

- Accurate and timely payment of vendor invoices.
- Coding, data entry, vouchering and recording of invoices.
- Proactively perform vendor account reconciliations in order to identify and correct problems.
- Function as customer service representative for Agency staff and vendors regarding the status of invoices.
- Maintain vendor files in good order.
- Coordinate with other Finance Unit staff to ensure orders are in the accounting system with sufficient funds to cover invoices.
- Ensure all invoices correspond with items on the purchase order.
- Develop specialized knowledge and proficiency of automated information systems such as New York City Financial Management System (FMS).
- Perform computations and posts or complies financial data as directed for accounting purposes.
- May deal with petty cash or imprest funds.
- Assist in other fiscal duties and special projects as needed

Preferred Skills:

The preferred candidates must have excellent organizational and communication skills both oral and written as well as solid MS Office skills, including MS Word, Excel and Outlook; experience in the City's prompt payment policy procedures and knowledge of FMS.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and either: a. 30 credits from an accredited college with 6 credits in accounting or b. two years of satisfactory full-time bookkeeping experience; or
2. Education and/or experience to "1" above. However, all candidates must have a four-year high school diploma or its educational equivalent.

*** New York City Residency is required within 90 days of Appointment. ***

To apply submit resume & cover letter indicating JVN # to:

Recruitment Office
NYC Department of Cultural Affairs
31 Chambers Street, 2nd Floor, New York, NY 10007
E-mail address CRecruit@culture.nyc.gov (Indicate Office Title in subject line)

The Department of Cultural Affairs and the City of New York are Equal Opportunity Employers

Date: 09/20/07	Post until: Filled	JVN: 126-08-09 FBK
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