

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Associate</u>	Salary:	<u>\$33,799 - \$56,249*</u> <u>\$38,869 - \$56,249**</u>
Title Code:	<u>56057</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Community Associate</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Executive/Human Resources/Payroll</u>		

Job Description:

- Implements Personnel Actions for new hires, rehires, transfers from other agencies, and current employees to create permanent payroll records in NYCAPS and PMS for approximately 650 employees.
- Assists in the certification of paychecks/EFT stubs and payroll registers as a disbursing pay clerk.
- Distributes paychecks/EFT stubs.
- Updates the mail books and addresses and related work.
- Prepares and updates specific employees pick up list.
- Performs other duties related to the function of the Payroll Unit at the supervision of the Payroll Director or the Assistant to the Director such as the distribution of yearly W-2's and handle undistributed paychecks.
- Perform related assignment and special projects as required.

*Non-City rate.

**City incumbent rate.

Minimum Qualifications:

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or 2. Education and/or experience which is equivalent to "1" above.

Preferred Skills:

- Knowledge of PMS, NYCAPS, CHRMS and RMDS.
- Knowledge of Citywide payroll procedures/processing.
- Ability to work with diverse population.
- Strong organizational skills, ability to multitask and prioritize workload.
- Strong oral and written communication skills.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
Click on Recruiting Activities/Careers and Search for Job ID # 177060

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 177060

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **December 3, 2014**

Post Until: **Filled**

JVN No. **125-15-17-CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER