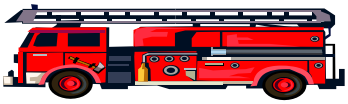

NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE

CIVIL SERVICE TITLE	Title Code #
Principal Administrative Associate – Level II	**10124**
OFFICE TITLE	**SALARY**
Accounts Payable Representative	**$46,782 - Minimum salary for full-time employees with less than 2 years of City service** **$53,799 - Minimum salary for full-time employees who have 2 years of City service**
BUREAU/DIVISION/UNIT	**LOCATION**
Procurement/Accounts Payable	**9 Metrotech Brooklyn, NY 11201**

JOB DESCRIPTION

The Principal Administrative Associate, L-II will serve as the Accounts Payable Representative and the responsibilities include preparing vouchers, accurately comparing goods and services received with the original purchase order or contract terms and conditions; resolve issues as they arise; trains or advises staff as required; performs special projects as required by management, obtains receiving and inspection reports from administrative units, field units as necessary to support payment; investigates instances in which invoices fail to meet the thirty (30) day payment deadline; monitors capital and grant allocation levels for individual projects; maintains individual spreadsheets to track grant funding sources utilized by each contract; providing voucher documentation for federal reimbursement scheduling; liaisons w/FDNY units, vendors, and others to facilitate payment processing; enters and retrieves data from automated procurement and information systems and audits accounts; responds to requests for information from staff, the public, other agencies or entities by determining information required, performing research, consulting informants, clearing with superiors, in order to provide information required or appropriate referral; maintains open vendor files and tracking database; track availability of funds for all accounts; understand the need for and maintains the highest standards of confidentiality.

QUALIFICATION REQUIREMENTS:

1) **A baccalaureate degree from an accredited college 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 and four years of satisfactory, full-time progressively responsible experience as described in "1" above; or**
3) **A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in "1" above; or**
4) **Education and/or experience 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 a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.**

NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. **Please note that only candidates considered for an interview will be contacted.**

TO APPLY:

****Candidates must be permanent within the civil service title of Principal Administrative Associate*****

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE https://a127-ess.nyc.gov/ REFER TO JOB ID #228096.

DATED: **January 20, 2016** ****POST UNTIL*:*** **January 30, 2016**

"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."
-Forbes magazine, on "America's Best Employers 2015"

The Fire Department is an Equal Opportunity Employer.