NEW YORK CITY DEPARTMENT OF FINANCE
CITYWIDE JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Computer Systems Manager M-III	**TITLE CODE #: 10050**
OFFICE TITLE: Director of Billing Accounting Systems	**SALARY: $56,158 - $149,791**
DIVISION/WORK UNIT: Finance Information Technology/Application Development Group	**WORK LOCATION: City of New York**

NUMBER OF POSITIONS: 1
Unless otherwise indicated, all positions require a five day work week

JOB DESCRIPTION: The Finance Information Technology Division is seeking an individual to serve as the Director of Billing for Accounting Systems, a leader accountable for producing flawless bills (Statement of Account (SOA), which is critical in helping people pay the right amount on time.   The selected candidate will be responsible for managing a 14-person production support and development team, handling many of our most critical applications and processing forms for the Department of Finance; Managing payment processing, generating Statements of Account (SOA) for property payments and financial reconciliation; Lock Box processing; Tax Policies, Refunds, Rent Stabilization, External Agency Charges, Senior Citizens Rent Increase Exemption (SCRIE) offsets, Disabled Rent Increase Exemption (DRIE) offsets, and Common Modules. The Director will also balance managerial responsibilities with technical involvement, work well with the application development leadership team and business users; bring new ideas to the group, as the agency moves toward modernizing the legacy systems.

QUALIFICATION REQUIREMENTS:
1) A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using information technology   in computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, planning of data/information processing user services, or area networks at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties: or **2)** A baccalaureate degree from an accredited college and four years of 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 recognized accrediting organization and six years of experience as described in "1" above; or **4)**A satisfactory combination of education and experience equivalent to "1" , "2" or "3" above. However, all candidates must have at least a four–year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.

Note: The following types of experience are <u>not</u> acceptable; superficial use of preprogrammed software without complex programming, design, implementation or management of the product; use of word processing packages; use of hand held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.

Preferred Skills:
The selected candidate should also have experience in mainframe (COBOL/CICS) with Service Oriented Architecture (SOA) and Net Products.

TO APPLY FOR CONSIDERATION, SEND A RESUME AND COVER LETTER, WHICH LISTS THE JOB VACANCY NUMBER, YOUR SALARY HISTORY, AND POSTING LOCATIONS TO:

NAME Robert Paskus	**N.Y.C. DEPARTMENT OF FINANCE**
ADDRESS: 59 Maiden Lane, 25th floor **New York, N. Y. 10038**	

EMPLOYEES ARE ENCOURAGED TO APPLY. ALL INTERVIEWS ARE BY APPOINTMENT ONLY!

DATED: 9/11/08	**POST UNTIL: 9/24/08**	**JVN: # 836-09-4538B**

THE NEW YORK CITY DEPARTMENT OF FINANCE IS AN EQUAL OPPORTUNITY EMPLOYER

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