



JOB VACANCY POSTING NOTICE

Job ID: 524197
Business Title: Project Coordinator
Proposed Salary Range: \$19.93 - \$24.73
Division/Work Unit: Treasury & Payment Services/Payment Operations
Work Location: 3030 Third Ave, Bronx, NY 10455
(Current location but could be subject to change)
Career Level: Student
Civil Service Title: Summer Graduate Intern **Level:** N/A

NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

Division Description:

The Treasury and Payment Services Division of the Department of Finance has over 500 staff and oversees the agency's management of City cash balances and relationships with banking institutions, oversight of all city payment websites, document and payment processing of tax returns, property recording forms, parking ticket operations, and collection of delinquent accounts. Treasury and Payment Services is responsible for collecting outstanding violations issued by the Sanitation and Buildings Departments and other City agencies that have been adjudicated by the Environmental Control Board (ECB).

Job Description:

Under the direction of the Senior Business Center Director, the successful candidate will be required to:

- Lead a new project to maximize usage of the DOF's self-service payment kiosks at the Bronx and Queens Business Centers, including the expansion of the kiosks to the Manhattan, Brooklyn, and Staten Island locations.
- Use analytical skills to create or modify process maps for new and existing Finance Business Center workflows.
- Compare multiple sources of information and streamline standard operating procedures to improve process efficiency across all five Finance Business Centers.
- Develop and maintain operational documentation such as SOPs, meeting minutes, RACI, Risk Register, Project Charter, and Project Timeline using office productivity programs.
- Participate in meetings as the payment operations lead and communicate project progress to internal stakeholders.

Minimum Qualification Requirements:

Candidates must be currently enrolled in a graduate degree program in an accredited college, university, or law school.

Preferred Skills:

- Possess the ability to work in an iterative, agile environment with milestone deliverables.

- Excellent written and oral communication skills, professionalism, commitment to quality, and the ability to prioritize.
- Strong computer skills, including but not limited to SharePoint, MS Project, Visio, and formal project management training.
- Demonstrated ability to multi-task and work productively under pressure, independently or as a part of a team.

Additional Information:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

The student will be asked to sign a Tax Secrecy agreement and should understand the rules that prevent nondisclosure of Department of Finance information.

Residency Requirement:

New York City residency is generally 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. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

Click the "**Link Below**" to be directed to nyc.gov/jobs and be able to submit your resume/cover letter.

https://a127-jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U

IMPORTANT: Type in the Job ID # in the box in and make sure to select "**Finance**" on the Agency drop-down list to access the position to apply.

While we appreciate every applicant's interest, only those under consideration will be contacted.

Posting Date: 03/23/2022

Post Until: 04/02/2022

The City of New York is an Equal Opportunity Employer