

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

CITYWIDE VACANCY NOTICE

Civil Service Title: Principal Administrative Associate I **Salary:** \$55,105* - (Non-City minimum)
\$63,371** - (City minimum)

Title Code: 10124 **Number of Positions:** 1

Office Title: Payroll Associate **Work Location:** 2 Lafayette Street, NYC

Division/Work Unit: Office of Human Resources/Payroll & Timekeeping

Additional Information:

In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Principal Administrative Associate or have taken the most recent Principal Administrative Associate civil service exam and be reachable for appointment from the resulting list.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

The NYC Department for the Aging (NYC Aging) promotes and supports inclusive, safe, affordable, healthy aging. NYC Aging remains steadfast in its role and responsibility to preserve the dignity and quality of life for approximately 1.8 million diverse older New Yorkers by eliminating food insecurity, providing access to affordable, stable housing, enhancing access to quality healthcare services and protecting older New Yorkers from harm and abuse with the ultimate goal of a more age-friendly city in which older adults can age gracefully with respect.

The Office of Human Resources (OHR) seeks a dynamic and highly motivated individual to serve as a Payroll Associate within the Payroll Unit. The Payroll Associate will report to the Payroll Supervisor and assist in supporting and executing Payroll functions. The selected individual will be knowledgeable in the City's Payroll policies and procedures, and help to ensure that NYC Aging is in compliance with all applicable civil service laws, employment laws and collective bargaining agreements.

The Payroll Associate's duties and responsibilities will include but not be limited to the following:

- Prepare the bi-weekly Summary of Payroll to submit to the Office of Payroll Administration and Financial Information System Administration (OPA-FISA).
- Assist with researching, auditing and implementing Additions to Gross (ATGs), such as Recurring Increment Payment (RIP) and Longevity Increment; and maintain the agency Payroll ATG Tracking database.
- Process personnel actions and perform quality assurance to ensure implementation into the Payroll Management System (PMS).
- Review and audit Payroll reports such as the 161 Pending Pay details and 700 Pay Details Report to ensure accuracy.
- Assist Payroll Supervisor with processing Managerial Lump Sum (MLS) payments by creating the worksheets and gathering the necessary documentation for submission to the Comptroller's Office.
- Process Payroll employment paperwork such as Direct Deposit, Commuter Benefits, College Savings Forms and DOI Processing Fees in the payroll systems.
- Maintain accurate record of paychecks mailed or picked up by employees who separate from the agency.
- Perform other related assignments and special projects as required by senior leadership.

***Non-City rate (non-City candidates & candidates with less than 2 years of City Service)**

**City incumbent rate (Candidates with 2 or more active years of City Service)		
Minimum Qualifications: 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 clerical/administrative experience including one year of the administrative supervisory experience 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 a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above; 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 3½ years.		
Preferred Skills: • Experience in the City of New York Payroll processes. • Familiarity with citywide HR platforms such as PMS, RMDS, CHRMS, Pi, Remedy and, NYCAPS. • Knowledge of City personnel policies and procedures, including collective bargaining, negotiations, and payroll regulations. • Proficient in MS Word, Access, Excel, and PowerPoint. • Strong work ethic and ability to manage multiple priorities in a fast-paced environment. • Self motivated, takes initiative and highly analytical and detailed oriented. • Strong verbal and written communication skills.		
NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.		
Program 55-a: This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program		
<u>TO APPLY</u> Please be sure to submit a resume & cover letter when applying. 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 #786126 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #786126 Please do not email, mail or fax your resume to NYC Aging directly.		
Posting Date:	September 17, 2026	Post Until: Filled JVN No. 125-27-21 CW