

City of New York
DEPARTMENT OF BUILDINGS
Job Posting Notice

Civil Service Title: INVESTIGATOR	Level: 00
Title Code No: 31105	Salary: \$36,577.00-\$58,403.00
Business Title: Accounts Receivable Coordinator	Work Location: 280 Broadway, 6th Floor, N.Y.
Division/Work Unit: Budget & Fiscal	Number of Positions: 1
Job ID: 201376	Hours/Shift: 35 Hours (minimum)
Job Description	
<p>The Accounts Receivable Coordinator must be detailed oriented, have good organizational skills, good mathematical skills and have the ability to verify the accuracy of those figures, the Accounts Receivable Coordinator will perform duties under the direction of the supervisor that include, but are not limited to the functions and tasks listed below: Reconciliations -Reconcile all credit card transactions paid online or in person -Process reconciliations as it relates to the Department of Buildings (BIS, FMS, Citi) -Perform the Comptroller's bank reconciliation for the Citywide payments and Receivables Program by the 15th of each following month - Ensure system data input is complete and accurate -Ensure the daily cash receipts are in balance -Reconcile discrepancies in payments in a timely manner Billing -Investigating and maintaining past due accounts -Implement billing practices for non-payment and delinquent accounts receivables for fees due the Department -Follow up on outstanding accounts receivables -Research and resolve customer payment and billing issues -Maintain and preparing customer billing -Bill manual invoices to customers -Ensure that all Department violations are created and issued on time annually Reporting -Prepare financial reports on payments and accounts receivables -Prepare monthly reporting for senior staff -Assist with reporting on accounts receivables functions that will assist with analyzing efficiency of the process -Maintain all accounts receivable records including database management, accounts receivable reports and any adjustment records Cash Receipts Procedures -Establish collection procedures for accounts receivables -Annually review existing cash receipt procedures and make suggestions for updates -Ensure that all existing procedures in place are being followed by all collection staff Cash Receipts Audits -Participate in all internal audits -Make suggestions regarding updating audit process -Identify weaknesses in the internal control process -Propose corrective actions -Review and revise ratings</p>	
Minimum Qualification Requirements	
<p>1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and three years of satisfactory full-time experience as an investigator evaluating credit worthiness, searching for assets, verifying information concerning education, experience, and other personal qualifications bearing upon character and fitness for employment; or performing investigations involving the research, compilation and/or location of evidence or information in order to build a case or uncover activities of a criminal, corrupt, unlawful or unethical nature; or</p> <p>2. An associate degree from an accredited college or university or 60 semester credits from an accredited college and two years of satisfactory full time experience as described in → 1→ above; or</p> <p>3. A baccalaureate degree from an accredited college or university; or</p> <p>4. A satisfactory combination of education and/or experience equivalent to → 1→ , → 2→ , or → 3→ above.</p>	
Residency Requirement	
<p>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.</p>	
To Apply	
<p>For Non-City/External Candidates: Visit the External Applicant NYC Careers site and search for the specific Job ID #. For Current City Employees: Visit Employee Self-Service (ESS) to view and apply for available positions. Click on Recruiting Activities, Careers, and search for the specific Job ID #. No phone calls, faxes or personal inquiries permitted. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED</p>	
Posting Date: 07/22/2015	Post Until: Filled

The City of New York is an Equal Opportunity Employer