

**City of New York
CONSUMER AFFAIRS
Job Vacancy Notice**

Civil Service Title: BUSINESS PROMOTION COORDINATOR	Level: 01
Title Code No: 60860	Salary: \$39,399.00 / \$45,309.00* <i>*minimum with two years of continuous city service</i>
Office Title: Accounts Payable Associate	Work Location: 42 Broadway, New York, NY
Division/Work Unit: Finance	Number of Positions: 1
Job ID: 279717	Hours/Shift: 9:00 AM to 5:00 PM

Job Description

The NYC Department of Consumer Affairs (DCA) protects and enhances the daily economic lives of New Yorkers to create thriving communities. DCA licenses more than 81,000 businesses in more than 50 industries and enforces key consumer protection, licensing, and workplace laws that apply to countless more. By supporting businesses through equitable enforcement and access to resources and, by helping to resolve complaints, DCA protects the marketplace from predatory practices and strives to create a culture of compliance. Through its community outreach and the work of its offices of Financial Empowerment and Labor Policy & Standards, DCA empowers consumers and working families by providing the tools and resources they need to be educated consumers and to achieve financial health and work-life balance. DCA also conducts research and advocates for public policy that furthers its work to support New York City's communities. For more information about DCA and its work, call 311 or visit DCA at nyc.gov/dca or on its social media sites, [Twitter](#), [Facebook](#), [Instagram](#) and [YouTube](#).

Responsibilities include but are not limited to the following in accordance with division guidelines and directives:

- Processes Payments of Invoice vouchers & verifies accuracy and validity of charges against corresponding purchasing instrument; ensures that payment voucher packages contain all documentation necessary for Agency review and compliance within the divisions applicable procedural guidelines and directives;
- Maintains Agency Departmental Agency (Imprest Fund & Cost Of Investigations) handling the issuance of employee reimbursements in a courteous and timely fashion, and the distribution of petty cash to employees as needed and appropriate;
- Maintains & Processes Fine & Restitution Payments as need from the Agency's Fiduciary Accounts: Legal Escrow, Home Improvement Contractor & Tow Truck Trust Funds. Investigates and resolves any problems with licensees and small businesses.
- Maintains all fiscal records for divisions using standard, computerized filing, and bookkeeping (via Quickbooks) procedures; resolves payment voucher inquiries with vendors and small businesses; collaborates with Fiscal Officer and Purchasing Agent in the maintenance of the agency's internal fiscal records;
- Provides information to businesses regarding city payment and procurement processes.
- Assist with Special Projects as needed.

The selected candidate will interact with DCA staff as well businesses and licensees; responding to inquiries in a prompt, professional, and courteous manner at all times. S/he must be detail oriented, technologically proficient, and a quick learner with excellent analytical and research skills. S/he must be able to efficiently and effectively handle issues, questions, and requests from multiple sources. S/he will perform other related tasks and special projects.

Minimum Qualification Requirements

1. A masters degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science; or
2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following:
 - a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
 - b. analysis of business records and documents to determine eligibility of businesses for programs and services; or
 - c. economic, market or site research and analysis for business and neighborhood development; or
 - d. facilitation and promotion of the film industry through the processing of various permits, marketing techniques and incentive programs; or
3. An associate degree or 60 semester credits from an accredited college and three years of full-time satisfactory experience as described in “2” above; or
4. A satisfactory combination of education and experience which is equivalent to “1”, “2”, or “3” above. However, all candidates must have least 60 semester credits from an accredited college or university.

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

For Non-City/External Candidates: Visit the [External Applicant NYC Careers site](#) and type “Consumer Affairs” on the search line. Then locate the Job ID number.

For Current City Employees: Visit [Employee Self Service](#) (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

***A RESUME AND COVER LETTER ARE REQUIRED.
PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

Post Date: 1/25/2017

Post Until: Filled

DCA and The City of New York is an Equal Opportunity Employer