

**City of New York**  
**DEPT. OF HOMELESS SERVICES**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Associate Staff Analyst	<b>Level:</b> N/A
<b>Title Code No:</b> 12627	<b>Salary:</b> \$59,536.00/\$68,466.00 -\$88,649.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Payment Auditor	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Fiscal & Procurement Operations/Office of Finance	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 2899 <b>POSITION#:</b> 1459

**Job Description**

The NYC Department of Homeless Services seeks an Associate Staff Analyst to serve as a Payment Auditor in the Fiscal & Procurement Operations Division. The Payment Auditor will review work by pre-auditing vouchers prepared by others, compare vouchers with control documents such as approved budget, expense report/housing bill, encumbrances, and other fiscal documents, perform calculations in order to find discrepancies for correction, processing Pend 3 and 5 approvals in FMS Application, processing Level 2 and 3 approvals in HHS Accelerator application, and marking providers' invoices "paid" in the CARES system. Endure payments are correct and in accordance with all applicable rules, procedures and guidelines. When necessary prepare vouchers for payment and entering in FMS. Collaborate with Deputy Director to troubleshoot complex fiscal discrepancies. Obtain and convey information required to resolve the discrepancy. Perform special assignments as required. Run CARES and other ad hoc reports and queries. Collect and analyze data employing standard data collection techniques in order to produce summary reports required for management decision making. Collaborate with Deputy Director to help maintain and archived following standard procedures and timetables. Participate in staff and other meetings by attending and encouraging relevant discussions. Cross-trains within the Finance Unit's supervisor and staff in other areas to gain knowledge of title appropriate function outside current responsibilities

PERMANENT INCUMBENTS ONLY

**Qualification Requirements**

1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area; or
2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and three years of satisfactory full-time professional experience in the areas described in "1" above.

**Preferred Skills**

N/A

**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:**

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

**Post Date:** 10/8/2015

**Post Until:** 10/23/2015

**JVN:** 071-2016-218169

**The City of New York is an Equal Opportunity Employer.**