

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

Civil Service Title: Clerical Associate	Level: 4
Title Code No: 10251	Salary: \$35,284.00/\$40,577.00/\$55,390.00 Frequency: ANNUAL
Office Title: Payments Associate	Work location: 33 Beaver Street Manhattan, NY 10004
Division/Work Unit: Fiscal & Procurement Operations/Finance	Number of Positions: 1
Hours/Shift: Mon:-Fri: 9:00am-5:00pm	Agency Tracking #: 2846 POSITION#: 1836

Job Description

The NYC Department of Homeless Services (DHS) seeks a Clerical Associate Level IV for the Finance Unit of the Fiscal & Procurement Operations Division. The selected candidate will work in the Vendor Payments Unit, serving as a Payments Associate. In this role, the individual will assist the Team Leader with invoice preparation, reviews, and processing in the Vendor Invoice Processing application. The individual will also assist with other aspects of the payments process, including data entry into FMS for process payments, approving payments at the pre-audit, reviewing encumbrances in FMS, assisting with QA and reconciliations, and working on other projects on an as-needed basis. The candidate should possess good computer and communication skills, and demonstrate an ability to learn a variety of application processes.

PERMANENT INCUMBENTS ONLY

Qualification Requirements

A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience.

Skills Requirement

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

Preferred Skills

Some Excel skills. Ability to work with different units and departments in a professional manner. Ability to work in a fast-paced environment and adapt to changes in processes. Knowledge of Microsoft Office, including Word and Access. Experience with the FMS payment process.

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 the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

Post Date: 8/20/2014

Post Until: 9/3/2015

JVN: 071-2016-208534

The City of New York is an Equal Opportunity Employer.