

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	Associate Staff Analyst	Salary:	\$70,611* - \$80,203**
Title Code:	12627	Number of Positions:	1
Office Title:	Analyst	Work Location:	2 Lafayette Street, NYC
Division/Work Unit:	Bureau of Financial Services/Administrative Payment		

**Additional Information:**

**As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the NYC Department for the Aging.**

**In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Associate Staff Analyst or have taken the most recent Associate Staff Analyst 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:**

New York City is home to approximately 1.64 million older adults, and the Department for the Aging (DFTA) is committed to helping them age in their homes and communities. The mission of DFTA is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. DFTA also works to support caregivers through service, advocacy, and education.

DFTA seeks a dynamic, motivated and detail-oriented individual to serve as an Analyst in the Administrative Payment Unit. The Analyst will perform desk audits, provide fiscal technical assistance and conduct complex financial and analytical tasks for the Bureau of Financial Services. With latitude for decision making, the candidate will report to the Director of the Administrative Payment Unit. The candidate responsibilities will include but are not limited to:

- Audit of OTPS invoices and claims for payment by ensuring invoices and supporting documentation are reviewed for accuracy, Purchase orders and contracts are reviewed for availability of funds under appropriate budget and object codes and payment requests are entered in GAL and FMS accurately and on a timely basis. Apply level 3/5 approval to payment requests processed by other staff.
- Assist with Senior Center Lease Registrations, Lease Surveys and Reports to OMB and the Comptroller's Office.
- Prepare Journal Vouchers (J5E), Manual Accrual (ACC) and Accrual Clearing (ACL) Documents.
- Maintain Fund Ledgers for object codes assigned by ensuring OTPS reconciliation is performed monthly for object codes assigned and discrepancies are resolved timely.
- Prepare financial schedules, projections, expense reports and other related work.
- DFTA and ANYF 1099 Reporting.
- Develop reports, metrics, conduct and assist with presentations and perform special projects as directed by Unit Director.

**\*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 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:**

A baccalaureate degree from an accredited college with a major or minor in Accounting or a valid New York State CPA license. Prefer knowledge of Microsoft Excel, Word, PowerPoint as well as, excellent writing and oral communication skills.

**NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.**

**TO APPLY**

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#: 536001

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#: 536001

Please do not email, mail or fax your resume to DFTA directly.

**55-a Program:**

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.

Posting Date: **July 22, 2022**

Post Until: **Filled**

JVN No. **125-23-04 CW**