

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

**CITYWIDE VACANCY NOTICE**

|                      |  |                      |                                |
|----------------------|--|----------------------|--------------------------------|
| Civil Service Title: | <u>Administrative Program Officer (M-I)</u>                              | Salary:              | <u>\$72,000 - \$85,000</u>     |
| Title Code:          | <u>10084</u>   | Number of Positions: | <u>1</u>                       |
| Office Title:        | <u>Vendor Payment Supervisor</u>   | Work Location:       | <u>2 Lafayette Street, NYC</u> |
| Division/Work Unit:  | <u>Budget &amp; Fiscal Operations/Contract Accounting-Vendor Payment</u> |                      |                                |

**Job Description:**

New York City Department for the Aging (DFTA) provides an array of services to support older New Yorkers so that they can age in place and remain in their communities. DFTA accomplishes this mission by funding 350 to 400 non-profits through 400 to 500+ contracts valued at over \$288M annually. As such, the Vendor Payment Supervisor supervises a team of 7 staff in the electronic processing of 10,000 to 12,000 invoices annually.

The successful candidate enjoys numbers and people and understands the critical role that prompt payment plays in non-profits' ability to provide services to older New Yorkers. Detail oriented, organized and independent, this person is someone who thrives in an autonomous and deadline oriented workplace. A team player and a problem solver, the ideal candidate is someone who is dependable and is willing to roll up their sleeves and work with his/her team to get things done. This position plays a critical role in fiscal operations and will interact with providers and other units throughout the Agency (e.g. Budget and Procurement Program).

**Vendor Payment Operations:**

With a team of 7 staff, the vendor payment supervisor is responsible for the smooth operations of the vendor payment unit. The vendor payment supervisor would work with staff (through training, mentoring and support) and use technology and reports to help manage and provide effective oversight over vendor payment operations. Vendor operations include ensuring that:

- Invoices are properly logged, audited and paid within 10 days of receipt.
- Accounting ledgers are professionally maintained and reconciled to the City's Financial Management System (FMS) and the contracted budget agreement.
- Fiscal work associated with the beginning of the fiscal year (e.g. advances) and the end of the fiscal year (e.g. accruals and closeout) are completed in a timely and professional manner.
- Invoicing issues are resolved by working with other units at DFTA (e.g. Procurement, IT and Budget).

**Vendor Relations:**

- Be responsive, patient and helpful to providers about invoicing and payment questions and needs.
- Lead a team that provides a high level of customer service to providers and other Agency staff inquiring about payments. Quality customer service to providers includes prompt payment, the provision of accurate and useful information, responsiveness and problem solving, handled in a professional manner.
- Exercise tact, professionalism and good judgment when responding both orally and in writing to inquiries from delegate agencies and agency personnel about vendor payments.

**Supervisory and Other Responsibilities:**

- Train and support and supervise vendor payment staff in their vendor payment work, problem solving skills and customer service. Evaluate staff performance, gives timely feedback and provides training in areas of need.
- Provide useful ideas and suggestions that could improve vendor payment operations and policies.
- Manage and complete special projects as assigned in a timely and professional way.

**Minimum Qualifications:**

1. Graduation from an accredited college with a baccalaureate degree and five (5) years of full-time, professional experience in social services, community relations, public administration or management, of which at least one year must have been in the field of aging, and of which at least one and one-half years must have been in an administrative or managerial capacity; or
2. Education and experience equivalent to "1" above. However, all candidates must have one year of experience in the field of aging and one and one-half years of experience in an administrative or managerial capacity.

**Preferred Skills:**

A baccalaureate degree from an accredited college including or supplemented by at least 24 credits in accounting, including one course each in advanced accounting, auditing and cost accounting; or a valid New York State CPA license. Prefer knowledge of Microsoft Excel, Word, excellent writing and oral communication skills.

**TO APPLY**

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 #262030

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#262030  
Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **September 13, 2016**

Post Until: **Filled**

Posting No. **125-17-06 CW**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**