Office of the
PUBLIC
ADMINISTRATOR
of Kings County

Richard A. Buckheit, Esq.
Commissioner

Aaishatu Glover, MS, MBA
Deputy Commissioner

Supreme Court Building
360 Adams Street, Rm 144
Brooklyn, NY 11201
(718) 643-3032
www.nyc.gov/kcpa

FULL CHARGE BOOKKEEPER

The Office of the Public Administrator of Kings County serves in a confidential capacity and is responsible for administering the estate of persons who die without leaving a will and whose heirs are unwilling or unable to administer the estate, pursuant to Article 11 of the Surrogates Court Procedure Act. The Public Administrator protects the decedent's property from waste, loss or theft; conducts thorough investigations to discover all assets; liquidates assets at public sale or distributes assets to heirs; pays the decedents bills and taxes; and locates persons entitled to inherit from the estate and ensures that distributees receive their inheritance.

Primary Responsibilities:

- Work closely with the office accountant to ensure all interest postings are preformed and receivables and disbursements are processed efficiently
- All aspects of accounts payable and account receivables
- Maintain general ledger
- Perform estate account reconciliations
- Maintain property inventories for estates
- Assist in completing personal property records
- Work closely with property officers from local precincts to voucher decedent's property
- Perform a variety of miscellaneous clerical duties in support of office operations
- Work with auditors in providing documents
- Proficiency in all aspects of Bookkeeping, including: Accounts payable -- Enter & code bills, process bill payments and print checks Accounts receivable -- Apply payments, record deposits Interest account posting and reconciliations for all estates administered by the KCPA Reporting and other bookkeeping functions.

Administrative Support

Provide day to day support to management
Assist with the implementation and maintenance of internal control systems, database management and maintenance
Liaison with general ledger vendor (CompuTrust)
Spreadsheet analysis and related projects
Additional duties will be assigned as necessary

JOB REQUIREMENTS: BA/BS in Accounting, Business Administration or other related field
Must have knowledge of accounting software (CompuTrust preferred) Strong oral and written communication skills, experience in general accounting/bookkeeping environment.
Knowledge of Microsoft Word, Excel, Outlook. Ability to prioritize and organize is a must

SALARY: $37,000

HOURS/SHIFT: Monday – Friday, 9am to 5pm

WORK LOCATION
360 Adams Street
Brooklyn, NY

OFFICE OF THE PUBLIC ADMINISTRATOR OF KINGS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

To apply, please submit a cover letter and resume via email, mail or fax to:

Richard Buckheit
Commissioner
Kings County Public Administrator's Office
Supreme Court Building
360 Adams Street, Room 144
Brooklyn, NY 11201
718-522-4475 (fax)
RBuckheit@Kingspa.nyc.gov

The position will remain open until a candidate is selected