Office Assistant 3 Calculations, SG-14

Location: One Commerce Plaza, Albany

Business Unit: Office of Financial Management

Negotiating Unit: Civil Service Employees Association (CSEA)

Please note that a change in negotiating unit may affect your salary, insurance and other benefits.

Salary: $49,703 - $60,371

Appointment Status: Contingent Perm

The New York Department of Financial Services (DFS) seeks to build an equitable, more transparent and resilient financial system that benefits New Yorkers and supports business. Through engagement, data-driven regulation, and operational excellence, DFS is responsible for empowering consumers and protecting them from financial harm; ensuring the health and stability of the financial entities we regulate; and driving economic growth through responsible innovation.

The Department is seeking candidates for the position of Office Assistant 3 Calculations in the Office of Financial Management. The incumbent will oversee the Accounts Payable Unit (AP). Duties include, but are not limited to, the following:

- Supervises two clerical staff responsible for processing AP transactions;
- Supervises and reviews the processing of vouchers in accordance with Office of the State Comptroller (OSC) and Statewide Financial System (SFS) guidelines to ensure timely processing and avoid late interest payments;
- Supervises and assists with Revenue Unit bank deposits;
- Develops and maintains effective working relationships with program and administrative staff within the Department;
- Serves as liaison with budget and purchasing staff to update funding needs for timely processing of vouchers and to help gauge cash flow needs;
- Reconciles credit card payments in SFS;
- Communicates with vendors regarding billing errors and corrections;
- Reviews invoices and requests approval from program area to process invoices for payment;
- Oversees the petty cash account, including disbursement and replenishment;
- Oversees the processing of Security Fund abstracts and forwards to OSC and Treasury for payment;
- Acts as liaison between the Department and OSC or SFS regarding accounts payable matters;
- Prepares reports concerning program activities for management review; and
- Performs other tasks as requested.

Preferred Qualifications

- Knowledge of OSC policies and procedures.
- Familiarity with the SFS.
- Computer proficiency in Microsoft Office Suite, including Excel, Word, Outlook etc.
- Solid organizational skills, attention to detail, strong communication and writing skills.
Appointment method:

**List Appointment:** Candidates must be reachable on the Civil Service eligible list for #37-839.

**Transfer:** Candidates must have one year of permanent competitive service in a title eligible for transfer via Section 70.1 of the Civil Service Law. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at [http://careermobilityoffice.cs.ny.gov/cmo/](http://careermobilityoffice.cs.ny.gov/cmo/).

*Please Note that under Civil Service Law, an employee cannot have two consecutive upward 70.1 or 52.6 transfers without an intervening eligible list appointment if such transfers would exceed two salary grades.*

**To Apply:** Interested qualified candidates must submit a resume and letter of interest no later than September 7, 2022 to the email address listed below. Please include the Box # (Box OA3C-00611) in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Christine McCann  
Box OA3C-00611  
New York State Department of Financial Services  
Office of Human Resources Management  
One Commerce Plaza, Suite 301  
Albany, NY 12257  
Email: Christine.McCann@dfs.ny.gov  
Fax: (518) 402-5071

**All candidates that apply may not be scheduled for an interview**

**Public Service Loan Forgiveness**

Employment with New York State qualifies an individual for Public Service Loan Forgiveness (PSLF). This program forgives the remaining balance on any Direct Student Loans after you have made 120 qualifying monthly payments while working full-time for a U.S. federal, state, local, or tribal government or not-for-profit organization. To learn more about the program and whether you would qualify, please visit: [https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service](https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service)

**AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS**

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Office of Employee Relations at (518) 474-6988 or via email at response@oer.ny.gov.*