

NEW YORK STATE DIVISION OF HUMAN RIGHTS

TRANSFER OPPORTUNITY

(OPEN ONLY TO CURRENT NYS EMPLOYEES)

DATE POSTED: December 22, 2021 **POSTING END DATE:** Position Filled
TITLE: **OFFICE ASSISTANT 3 (CALCULATIONS)**
GRADE/NEGOTIATING UNIT **14 / CSEA**
JURISDICTIONAL CLASS **COMPETITIVE**
ANNUAL SALARY **\$49,703 - \$60,371 (PLUS \$3,026 LOCATION PAY)**
LOCATION: **BRONX, NY**

DUTIES DESCRIPTION

Serving as the principal office aide to the Director of Finance, the Office Assistant 3 (Calculations) will perform the following duties:

- Effectively audit and process vouchers and submit the vouchers to the Office of the State Comptroller.
- Posts required information from vouchers and invoices into the Statewide Financial System (SFS).
- Keeps detailed accounting records as assigned.
- May prepare periodic reports on the status of funds.
- Works with mailroom staff to insure supplies are sufficiently stocked; orders new supplies, as required.
- Works as the lead person to review all inventory in the mailroom; establishes minimum level of inventory of office supplies required by the agency to address Regional and Central Office supply inventories.
- Monitors usage of supplies to insure an even distribution to various departments and Regional Offices; identifies departments and Regional Offices who have an excessive usage of supplies; maintains budget of supplies.
- Maintains petty cash account; responsible for disbursement of books.
- Performs routine office functions, including proper filing of printed reports and organization of shared workspace.
- May function in a supervisory capacity, if needed.

MINIMUM QUALIFICATIONS

Candidate must be currently employed by NYS with one year or more of permanent or contingent-permanent service as an Office Assistant 3 (Calculations) OR be currently employed by NYS with one year or more of permanent or contingent-permanent service in a title at or above a SG-12 and be eligible to transfer to Office Assistant 3 (Calculations) under Section 70.1 of the NYS Civil Service Law.

PREFERRED QUALIFICATIONS:

- Business Office experience
- Knowledge of vouchers
- Knowledge of Statewide Financial System (SFS)
- Knowledge of State Finance Law
- Knowledge of Comptroller's Rules and Regulations
- Knowledge of appropriation accounting
- Knowledge of bookkeeping principles
- Knowledge of the State Code of Accounts

Resumes should be sent to: Janaire Malloy, Human Resources Specialist 2
One Fordham Plaza, 4th Floor
Bronx, NY 10458
E-mail: resume@dhr.ny.gov

NEW YORK STATE DIVISION OF HUMAN RIGHTS
An Equal Opportunity/Affirmative Action Employer.

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