



## New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

**Civil Service Title:** Bookkeeper, Level 1 (Part-Time)

**Salary:** \$22.94 – \$26.38 (Hourly)

**Title Code:** 40526

**Division:** Finance

**Unit:** Accounting and Financial Reporting

### **Job Description:**

The New York City Employees Retirement System (NYCERS) Finance Division is seeking a part-time Bookkeeper (Level I) to assist the Accounting and Financial Reporting unit. On the Accounting side, the unit records and maintains all monetary transactions in the accounting database; processes all the inflows (employer and employee contributions), check receipts for loans, deficits, buybacks, etc.; processes all non-periodic (all payments except pensions) outflows, payments to vendors and other authorized payments. On the Financial Reporting side, the unit prepares the agency's annual audited financial statements, Annual Comprehensive Financial Report (ACFR), and various statistical reports requested by Federal, State, and City governmental entities including the NYS Department of Financial Services, the NYC Office of the Actuary, and Office of Management and Budget. The unit also prepares and distributes invoice letters to the NYC obligors concerning annual employer pension contributions and acts as a liaison between NYCERS and external auditors, examiners, and other City and State agencies.

### **The part-time Bookkeeper is responsible for performing the following duties:**

- Determine the appropriate revenue code; record payments and returned checks in the accounting database
- Respond to inquiries from members, pensioners, and other divisions/units within NYCERS
- Open to learning new tasks and performing additional functions

### **Preferred Skills:**

- Great team player and work cohesively with the team
- Good communication skills; speak and write clearly
- Attention to detail and good analytical skills
- Good computer skills and knowledge of accounting software, especially Sage 300
- Proficient in MS Excel and Word; experience with advanced functions in Excel is a plus.

MINIMUM REQUIREMENTS ARE ATTACHED

**New York City residency is required.**

**NYCERS is an Equal Opportunity Employer**

**Internal candidates must have been rated a satisfactory or better on their last annual evaluation.**

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING Job ID number:  
009-24-0086 AND A COPY OF A CURRENT RESUME TO:**

**CITY EMPLOYEES: Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID#: 630931**

**ALL OTHER APPLICANTS: [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: 630931**

**DATED: 03/19/2024**

**POST UNTIL: 04/03/2024**

**NYCERS POSTING NUMBER:  
009-24-0086**

**Minimum Qualification Requirements:**

1. Completion of 30 semester credits 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), including 6 credits in accounting; or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and two years of satisfactory full-time bookkeeping experience; or
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. College education may be substituted for experience in "2" above on the basis that 15 semester credits from an accredited college may be substituted for each year of required experience. However, all candidates must have a high school diploma or its educational equivalent, and either 6 semester credits in accounting from an accredited college or 6 months of experience as described in "2" above.

To be eligible for placement in Assignment Level III individuals must have, in addition to meeting the minimum requirements, at least one year of experience as a Bookkeeper (40526) or at least four years of satisfactory full-time bookkeeping experience.

**Note:**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**Note:**

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.