



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

Civil Service Title: Principal Administrative Associate, Level III

Salary: \$58,695 – \$67,499 (Annually)

Title Code: 10124

Division: Finance

Unit: Banking Operations

Job Description:

The Finance Division is seeking a Principal Administrative Associate to work in the Banking Operations unit. The Banking Operations unit processes all non-periodic (all payments except pensions): EFT and checks for loans, refunds, death benefits, payments to vendors, and other authorized payments; and maintains NYCERS' banking relationships.

The Principal Administrative Associate is responsible for performing the following duties:

- Review and update Electronic Fund Transfer (EFT) credits and rejections from the bank
- Review EFT reversal requests from other units within NYCERS; send requests to the bank for EFT credits and deletions
- Participate in the printing process for all non-periodic checks and EFTs
- Request EFT replacement payments from the NYC Comptroller's Office
- Verify and close work items in NYCERS' imaging system (NYCEwork)
- Review and respond to CRM tasks and inquiries from other business units
- Open to learning and performing new tasks

Preferred Skills and Experience:

- Great team player and work well with other members within the unit
- Good communication skills; speak and write clearly
- Attention to detail and strong analytical skills
- Proficient in Excel and Word
- Experience with PROD 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 satisfactory or better on their last annual evaluation.
Applicants must be permanent Principal Administrative Associate.**

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING Job ID number
009-23-0014 AND A COPY OF A CURRENT RESUME TO:**

**CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID 550099
ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 550099**

DATED: 9/9/2022

POST UNTIL: 9/24/2022

**NYCERS POSTING NUMBER:
009-23-0014**



Minimum Qualification Requirements:

1. A baccalaureate degree from an accredited college or university and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college or university and four years of satisfactory, full-time progressively responsible clerical/administrative experience including one year of administrative or supervisory experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible clerical/administrative experience including one year of administrative or supervisory experience as described in "1" above; or
4. Education and/or experience which is equivalent to "1", "2" or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at the rate of 30 semester credits from an accredited college or university for 6 months of experience, up to a maximum of 3½ years.

Serving in an administrative capacity includes tasks which provide high level support to an office and/or top executive of an organization, with the authority to make critical decisions about matters of significance. It does not include basic clerical tasks such as filing, typing and data entry, answering the telephone, sorting and copying materials.

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 2 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.