



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

**Civil Service Title:** Procurement Analyst, Level 2

**Title Code:** 12158

**Division:** Human Resources and Administration

**Unit:** Administration

**Salary:** \$50,972-\$58,618 (Annual)

### **Job Description:**

NYCERS seeks a Procurement Analyst, Level II to join their Procurement and Administration team. This individual will work closely with the Procurement Team, and will also interact heavily with the Administration team. They will interact with both teams in creating synergy within each business unit.

Working with the Procurement team in purchasing the agency's goods and services through various Procurement methods the PAA will be responsible for the Agency's invoicing Process (Accounts Payables), ensuring that invoices are processed in a timely manner.

Additional Responsibilities include:

- Tracking the invoices and reconciling them with the Purchase Orders, following up with vendors, and internal business owners. In addition to
- Work with minimal supervision and in a project team environment.
- Generate Purchase Order Summaries and charts for all existing contracts up for renewals.
- Work on reconciling the Agency's OTPS spreadsheet on a daily basis.
- Troubleshoot problems and research solutions independently.
- Clearly document installation and configuration steps.

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.  
Candidates must be permanent in the title Procurement Analyst to apply**

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER  
009-24-0032 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# 606786  
ALL OTHER APPLICANTS: [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID# 606786**

**DATED: 09/21/2023**

**POST UNTIL: 10/06/2023**

**NYCERS POSTING NUMBER: 009-24-0032**



### **Preferred Skills and Experience**

- Minimum of Five (5) years, experience working in a Procurement, Administration, and Bookkeeping.
- Must have a thorough knowledge of the City's PPB Rules, MWBE Process, OGS, and GSA procurement methods.
- The candidate must be proficient with the following: Microsoft Office Excel and Word. Adobe and Sage 300
- The candidate must have excellent customer service and communications (Oral and Written) skills.

### **Minimum Qualification Requirements:**

1. A baccalaureate degree from an accredited college and six months of satisfactory full-time professional experience in procurement of goods, services, construction or construction-related services, or professional, technical or administrative experience in contract negotiation/management; or
2. An associate degree or completion of 60 semester credits from an accredited college, and 18 months of satisfactory, full-time professional experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and two and one-half years of satisfactory full time professional experience as described in "1" above; or
4. A combination of education and/or experience equivalent to "1", "2", or "3" above. College education may be substituted for professional experience under "2" or "3" above at the rate of 30 semester credits from an accredited college for 6 months of experience. However, all candidates must have at least a four year high school diploma or its educational equivalent and 6 months of the experience described in "1" above.

### **SPECIAL NOTES:**

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level I or one additional year of the experience described in "1" above.

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level II or two additional years of the experience described in "1" above, at least one year of which must have been supervisory, or spent performing professional procurement duties equivalent to those performed at Assignment Level III.

### **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.

### **Note:**

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.