

City of New York
DISTRICT ATTORNEY KINGS COUNTY
Citywide Job Posting Notice

Civil Service Title: Community Associate	Level: 00
Title Code No: 56057	Salary: \$55,000 (Annual)
Title Classification: Non-Competitive	
Business Title: Accounts Payable Clerk	Work Location: 350 Jay Street, Brooklyn NY
Division/Work Unit: Fiscal and Budget Planning	Number of Positions: 1
Job ID: 588426	Hours/Shift:
<p style="text-align: center;">Job Description</p> <p>The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as an Accounts Payable Clerk in our Fiscal and Budget Planning Bureau.</p> <p>The Procurement Department of KCDA manages the primary procurement functions of the agency with responsibility for purchasing, planning, and monitoring the agency's \$15.8 million OTPS budget, which supports the activities of over 1,000 employees.</p> <p>The Accounts Payable Clerk will be responsible for performing data entry and bill-paying functions related to the fiscal records within the bureau. This position will support the Accounts Payable Unit with the intake of bills and invoices, tracking, and data entry.</p> <p>Under general supervision, with some latitude for independent initiative and judgment, the prospective candidate will be responsible for the following:</p> <ul style="list-style-type: none"> ➤ Track purchase orders and invoices received. ➤ Examine invoices, claims, and vouchers to verify accuracy. ➤ Enter payee and vendor information into QuickBooks and FMS. ➤ Check Court Reporter's bills for accuracy (pages and dollar amount). ➤ Enter bills in QuickBooks (check for duplicate bills). ➤ Process MetroCard requests. ➤ Process Payment vouchers in FMS system. ➤ Post payments in QuickBooks. ➤ File all payment vouchers and bills. ➤ Respond via phone and email to inquiries regarding court reporter payments. ➤ Miscellaneous Office duties like copying, shredding, filing, and etc. 	
<p style="text-align: center;">Minimum Qualification Requirements</p> <p>1. High school graduation or equivalent and three years of experience in community work or community-centered activities in an area related to duties described above; or</p> <p>2. Education and/or experience which is equivalent to "1" above.</p>	
<p style="text-align: center;">Additional Information</p> <p>➤ Associate's degree in Accounting, Finance, or related field preferred.</p> <p>Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service</p>	
<p style="text-align: center;">Preferred Skills</p> <ul style="list-style-type: none"> ➤ Excellent interpersonal, verbal, and written communication skills; strong attention to detail is essential. ➤ Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) ➤ Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment is a plus. 	
<p style="text-align: center;">Residency Requirement</p> <p>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.</p>	
<p style="text-align: center;">To Apply</p> <p>We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.</p> <p>For Non-City/External Candidates: Visit the External Applicant NYC Careers site and type "DA - Brooklyn" on the search line. Then locate the Job ID number. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.</p>	
Posting Date: 5/26/2023	Post Until: 6/10/2023

The City of New York/Kings County District Attorney's Office is an Equal Opportunity Employer