



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	760038	# of Positions	1
Business Title	Bookkeeper		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 51,265.00 - \$ 66,952.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Fiscal and Budget Planning		

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Job Description

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 a Bookkeeper in the Fiscal Bureau's Accounting Unit.

The Fiscal Bureau's Accounting Unit manages the primary financial functions of the agency with the responsibility of assisting and monitoring the agency's \$191 million budget (FY26), which supports a staff of more than 1,200 employees' ensuring and managing State and Federal revenues; maintaining and reconciling agency bank accounts; payment of invoices; and monitoring its financial health by reviewing financial statements and audits. Responsible for the financial management of grants received by KCDA; monitoring agency fiscal activity and conducting expenditure analyses; ensuring regulatory compliance; and analyzing fiscal operations.

Under the supervision of the Assistant Deputy Director, the Bookkeeper's duties and responsibilities include, but are not limited to:

- Handling accounts payable activities including vendor payments using the City's Financial Management System (FMS), PASSPort and QuickBooks
- Reconciling bank statements
- Tracking purchase orders and invoices received
- Examining invoices, claims, and vouchers to verify accuracy
- Managing filing of Accounts Payable documents
- Entering payee and vendor information into QuickBooks
- Communicating with vendors and KCDA Employees
- Attending Unit/Bureau meetings
- Maintaining appropriate Fiscal management tools, spreadsheets, databases, dashboards, and reports

Preferred Skills

- Strong Communication Skills.
- Familiarity with Crystal Reports, FMS, and Microsoft Excel, PASSPort, QuickBooks, data visualization tools.
- Strong interest in accounting work.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).

Minimum Qual Requirements

Qualification Requirements

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
2. Education and/or experience which is equivalent to "1" above.

Additional Information

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>

To Apply

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

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.

Residency Requirement

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.

POSTING DATE 12/10/2025

POST UNTIL 12/25/2025

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