



## Department of Financial Services

One State Street, New York, NY 10004

**An Equal Opportunity/Affirmative Action Employer**

### Announcement of Intention to Fill Job Vacancy

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#### **Office Assistant 2 (Calculations), SG-9**

**Location:** One Commerce Plaza, Albany

**Business Unit:** Office of Financial Management

**Negotiating Unit:** Civil Service Employees Association (CSEA)

Please note that a change in negotiating unit may affect your salary, insurance and other benefits.

**Salary:** \$36,772-\$45,200

**Appointment Status:** Permanent

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The Department of Financial Services (DFS) is seeking a candidate for the position of Office Assistant 2 (Calculations) in the Office of Financial Management (OFM)-Accounts Payable Unit. The duties of the position are as follows:

- Utilizes the Statewide Financial System (SFS) to process vouchers for DFS;
- Performs reconciliation of procurement cards in SFS;
- Prepares and makes bank deposits electronically;
- Receives and sorts vendor invoices and matches invoices with purchase orders, if applicable;
- Utilizes the Purchase Tracking System to submit invoices to DFS personnel for payment approval;
- Utilizes SFS to review and verify receipt of goods, and process accounts payable vouchers;
- Communicates with vendors via telephone and/or email to resolve discrepancies with invoices;
- Keeps log to show receipt of court orders and expense vouchers from the NY Liquidation Bureau;
- Processes abstract cover sheets and maintains records in DFS tracking system;
- Prepares documents to forward to OSC and Treasury for payment;
- Submits forms/emails to OSC or Tax & Finance to request copies of canceled checks or to place stop payment orders;
- Performs general clerical duties including opening mail and filing; and
- All other duties as assigned.

#### **Appointment Method:**

**List Appointment:** Candidates must be reachable on the Civil Service eligible list for Office Assistant 2 (Calculations), #37-892.

**Transfer:** Candidates in a title eligible for transfer via Section 70.1 of the Civil Service Law are encouraged to apply. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov/cmo/>

**To Apply:** Interested qualified candidates must submit a resume and letter of interest no later than **February 20, 2020** to the email address listed below. Please include **Box OFM-00740** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Darlene Clemente  
**Box OFM-00740**  
New York State Department of Financial Services  
Office of Human Resources Management  
99 Washington Avenue, Suite 301  
Albany, New York 12257  
Email: Darlene.Clemente@dfs.ny.gov  
Fax: (518) 402-5071

**All candidates that apply may not be scheduled for an interview**

**AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS**

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job and the accommodation would not constitute an undue hardship on the operations of the agency.

***Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).***