

**City of New York**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Computer Aide	<b>Level:</b> 01
<b>Title Code No:</b> 13620	<b>Annual Salary:</b> \$34,563 / \$39,747 - \$44,739
<b>Office Title:</b> Personal and Special Payment Analyst	<b>Work Location:</b> 59-17 Junction Blvd., 17th. Fl., Flushing, NY
<b>Division/Work Unit:</b> Agency Chief Contracting Office/Procurement Accounting Unit	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours per Week/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

Under the direction and general supervision of the Accounting Director, the selected candidate will serve as Personal and Special Payment Analyst and perform difficult professional work in the Procurement Accounting Section; will operate multiple desktop computers and other computer devices, observe and control the operation of the batching job process; and export vouchers from InfoAdvantage for the clearing of prior year expenditures; be responsible for the operation and control of computer equipment and its proper function; maintain a detailed database in Access; and have the ability to run various reports as required by the Director. Responsibilities will also include processing of payment vouchers and researching, resolving and responding to vendor and bureau inquiries.

**Qualification Requirements**

1. A four-year high school diploma or its educational equivalent, plus (a) six months of satisfactory full-time mainframe and/or mini computer operations experience acquired in the past year, or (b) graduation from an approved technical school (approximately 675 hours) with a specialization in mainframe or mini computer operations; or
2. An associate degree or 60 semester credits from an accredited college including or supplemented by 12 semester credits in mainframe and/or mini computer operations; or
3. Education and/or experience equivalent to "1" or "2" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits, from an accredited college, including or supplemented by 6 semester credits in mainframe and/or mini computer operations, for 3 months of experience. However, all candidates must have a four-year high school diploma or its educational equivalent.

**Essential Skills**

The selected candidate must have knowledge of the Financial Management System ("FMS"), be very detailed oriented, have excellent analytical, communication, organizational, verbal and writing skills and a working knowledge of Microsoft Excel and Microsoft Word.

**To Apply:**

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right corner of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word  
placing the JVN# on the upper right corner of your resume as well as in the subject line to:

Recruit@dep.nyc.gov

For more information about DEP, visit us at: [www.nyc.gov/dep](http://www.nyc.gov/dep)

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

**Post Date:** 3/12/2012

**Post Until:** 3/23/2012

**JVN:** 826-12-99009-ACCO

**The City of New York is an Equal Opportunity Employer**