

NEW YORK CITY BUSINESS INTEGRITY COMMISSION

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate

CODE NO: 560570

OFFICE TITLE:

SALARY RANGE: \$32,321 - \$37,169

UNIT/LOCATION: Main Office
100 Church Street, 20th Floor
New York, NY 10007

NUMBER OF POSITIONS: 1

SUPERVISOR: Deputy Commissioner for
Administration and Operations

JOB DESCRIPTION:

Under supervision, assist in the day-to-day operation and administration of the agency. Duties and responsibilities include, but not limited to, assisting in the Budget and Finance Unit in the planning, implementing, forecasting and tracking of the agency's annual budget, expenditures, and revenue collection; the collecting, reconciliation, and depositing of agency revenue; updating, tracking and reconciling monthly bank statements and year-end accountability reports; updating the monthly agency performance indicators. The candidate will also assist in the General Services Unit in the ordering process for goods and services, follow-ups with vendors for the timely delivery of goods and services, processing accounts payables and other related tasks. The candidate will also work on special projects as needed.

PREFERRED SKILLS/QUALIFICATIONS:

- Writing skills and clear speaking skills
- Self-motivated
- Analytical skills and detailed oriented
- Interpersonal skills
- Must be proficient in MS Excel, Word and Access.
- Accounting / finance majors preferred

QUALIFICATIONS REQUIRED:

1. A four-year high school diploma or its educational equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. A baccalaureate degree from an accredited college; or
3. Education and/or experience equivalent to "1" or "2" above.
4. NYC residency required within 3 months of appointment.

Anyone interested in applying for this position must submit two copies of the resume and writing sample to:

Darlene Whinfield
Director of Human Resources
New York City Business Integrity Commission
100 Church Street, 20th Floor
New York, NY 10007
FAX: 212-676-2846
hresources@bic.nyc.gov

F/V/D The New York City Business Integrity Commission is an equal opportunity employer.

A copy of the agency's Equal Opportunity Employment Opportunity Policy may be obtained from the agency's Human Resources Office.

POSTING DATE: August 17, 2009

POST UNTIL: Until Filled

POSTING #: