

Office Assistant 3 (Calculations)

Announcement Posted:

05/10/24

Responses must be hand delivered or postmarked by:

05/20/24

Salary Range:

\$54,860 to \$66,634

Location:

Division of Budget, Finance and Data Management
40 North Pearl Street
Albany, NY 12243

Grade:

14

of Positions:

1

Candidates Must Meet the Following Qualifications:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

OR

Promotional/Provisional Qualifications: Current employee of New York State and have had one year of permanent competitive or 55- b/55-c service in a clerical, keyboarding, or paraprofessional title allocated to Grade 7 or higher. Qualifying titles are available at:

<https://www.cs.ny.gov/examannouncements/announcements/37837titles.cfm>. Only the titles listed are qualifying.

*Only paraprofessional titles in an office environment will be considered qualifying. Service in a direct care title is not qualifying experience. Examples of non-qualifying titles are: Developmental Disabilities Secure Care Treatment Aide 1, Direct Support Assistant, Food Service Worker 1, Licensed Practical Nurse, Mental Health Therapy Aide, Security Services Assistant, Youth Division Aide 2, and Youth Division Aide 3.

Non-Competitive Promotion:

In accordance with Section 52.7 of the Civil Service Law, this notice advises all employees of the Office of Temporary and Disability Assistance (OTDA) of our option to conduct a non-competitive promotional examination for the position of Office Assistant 3 (Calculations) at OTDA. If three or fewer interested and qualified promotional candidates respond to this notice, the agency may, at its discretion, nominate a qualified employee for non-competitive promotion.

To qualify, the candidate must be a current OTDA employee and meet the above promotional/provisional qualifications.

OR

Reachable on the appropriate eligible list in Albany.

Duties of Position:

The OTDA Division of Budget, Finance, and Data Management's Finance Bureau is seeking an Office Assistant 3 - Calculations to perform and support the accounts payable and accounts receivable transactions of the agency in the Accounting Operations unit. This position will report to and receive support from a Senior Accountant Gr 18 and/or Associate Accountant Gr 23.

Duties of this position include, but are not limited to:

- Process financial transactions in the Statewide Financial System (SFS) including:
 - enter and submit Refunds of Appropriation (accounts receivable).
 - enter and submit Reports of Monies Received (accounts receivable).
 - review and approve Purchase Requests.
- Communicate and work with Office of the State Comptroller, Business Services Center, and all OTDA bureaus to process transactions.
- Process Emergency Rental Assistance Program (ERAP) refunds, including:
 - Open and log incoming mail and checks.
 - Scan and copy incoming mail and checks.
 - Send scans to vendor for coding.
 - Enter and submit Refunds of Appropriation into SFS.
 - Track finalization of ROAs in SFS.
- Deliver checks and appropriate paperwork to Treasury.
- Establish and maintain cost centers.

Conditions of Employment:

You must be a current New York State employee to apply for this position. Full-time, permanent, or provisional appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

If a provisional appointment is made, the appointee will be required to take the next holding of the Office Assistant 3 (Calculations) examination and be immediately eligible for appointment from the eligible list in order to maintain continued employment in this position.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Remarks:

- **Candidates should reference posting 24-129 when submitting your application.**
- **If submitting electronically, please reference posting 24-129 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color (“BIPOC”); LGBTQIA+ individuals; women; people with disabilities; and military veterans.