

## Office Assistant 2 (Calculations)

**Announcement Posted:**

05/17/23

**Responses must be hand delivered or postmarked by:**

05/27/23

**Salary Range:**

\$40,193 to \$49,405

**Location:**

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

**Grade:**

9

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:**

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

Reachable on the appropriate eligible list in Albany.

**Duties of Position:**

Reporting to a Contract Management Specialist 2, G-23, in the Voucher Processing Unit of the Bureau of Contract Management, duties include, but are not limited to:

- Audit submitted claims for payments in conjunction with contract management and program staff.
- Monitor the E-settlements Agency Invoice Queue, SFS (Statewide Financial System), and internal agency spreadsheets to track pending invoices through the payment process.
- Answer questions from BCM staff and other OTDA staff regarding the processing and payment of vouchers.
- Process Purchase Orders (PO's) in SFS and check the PO balances against incoming vouchers to ensure proper encumbrances.
- Process payments in SFS via direct entry vouchering and E-settlements Invoicing with the OGS

Business Services Center (BSC).

- Stay up to date on SFS and other technological improvements involved in the payment process.
- File vouchers and invoice information in accordance with policies and procedures.
- Work with staff in Finance and Budget to resolve payment issues.
- Participate in special projects, as needed.

### **Conditions of Employment:**

You must be a current New York State employee to apply for this position. A full-time, permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.

### **Remarks:**

- **Candidates should reference posting 23-103 when submitting your application.**
- **If submitting electronically, please reference posting 23-103 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**