

Posted: June 13, 2024
Dept: Finance
Grade 10
Salary: \$63,251-\$76,981
Respond By June 27, 2024

SENIOR OFFICE ASSISTANT - COMPTROLLER

DESCRIPTION OF DUTIES:

Responsible for all employees/ retirees medical, dental, vision, other benefit plans and Medicare reimbursements.

Prepares monthly vouchers for payment for benefit programs (medical, dental, vision) for all active employees and retirees.

Responsible for daily interaction with all employees and retirees.

Prepares payroll for 250+ full-time employees and summer seasonal employees.

Prepares payroll filings required by Federal, State, and local agencies for each payroll; prepares Federal and State tax return reports quarterly and W-2/W-3's annually.

Responsible for New York State Retirement System employee management and reporting.

Daily data entry to record cash receipts.

Process workers compensation accident reports and is the liaison with third party vendor for any claim issues.

PREFERRED ESSENTIAL SKILLS: Uses computer applications in order to meet the financial needs of the office (i.e., enters payroll data into KVS Standard, enters cash receipts into KVS Enterprise, manages employee and retiree data in the NYS retirement system and health benefits through multiple vendor portals). Should be proficient with Microsoft Office (Excel, Word, Outlook, etc.).

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) five (5) years of general office/ clerical experience including at least three (3) years in a position where the primary function was financial recordkeeping or financial reporting using automated financial accounting systems such as MUNIS, MAS200 or AMS or spreadsheet software applications; or (b) graduation from a post high school secretarial or business school with a degree or certificate† in secretarial sciences, office technology or closely related field and three (3) years of work experience in a position where the primary function was financial recordkeeping or financial reporting using automated financial accounting systems or spreadsheet software applications; or (c) a Bachelor's Degree* in Accounting, Finance or a closely related field and one (1) year of general office/clerical experience.

SUBSTITUTION: Satisfactory completion of 30 college credits* towards a degree in Accounting, Finance or closely related field may be substituted on a year for year basis for each year of the automated financial recordkeeping experience described above, for a maximum of three (3) years. There is no substitution for the additional required years of general office/clerical experience.

†NOTE: A certificate program is defined as a minimum of 6-8 courses and results in the issuance of a certificate.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

PREFERRED EDUCATION: Preferably at least 2 years of college with a concentrated study in Accounting.

PREFERRED EXPERIENCE: 5 years of general office experience with 3 years of computerized payroll system and computerized financial software background.

TAKE NOTICE: This position is a civil service tested position, hiring will be on a contingent basis. In order to be considered for a probationary appointment, you must attain a passing score for this exam, and be among the top three highest scoring candidates willing to accept the position. A \$40 fee paid by check to Westchester County is required in order to sit for this exam.

Email or send resume to:
Email: tkuzemczak@yorktownny.org

Equal Opportunity Employer

Town of Yorktown
Attn: Human Resources
363 Underhill Avenue
Yorktown Heights, NY 10598

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