

**NYC EMERGENCY MANAGEMENT  
GRANT FUNDED THROUGH 8/31/2021 WITH THE POSSIBILITY OF AN EXTENSION  
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**  
Title Code No.: **06766**  
Salary Range: **\$54,233.00- \$58,404.00**  
Office Title: **ACCOUNTS PAYABLE COORDINATOR**  
Division/Work Unit: **ADMINISTRATION/ FINANCE**  
Work Location: **165 CADMAN PLAZA EAST BROOKLYN, NY 11201**  
Hours/Shift: **9-5, MONDAY – FRIDAY**  
Number of Positions: **1**

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**ABOUT NEW YORK CITY EMERGENCY MANAGEMENT**

New York City Emergency Management (NYCEM) helps New Yorkers before, during, and after emergencies through preparedness, education, and response. NYCEM is responsible for coordinating citywide emergency planning and response for all types and scales of emergencies. We are staffed by more than 200 dedicated professionals with diverse backgrounds and areas of expertise, including individuals assigned from other City agencies.

The Accounts Payable Unit handles end of year closeouts, reconciliations of fiscal year budget and supports travel.

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**JOB DESCRIPTION**

New York City Emergency Management (NYC EM) is looking for an innovative person with a background in accounts payable/receivable, budgeting, or other administrative work to join its Finance Unit. The accounts payable coordinator will be responsible for providing assistance with all aspects of accounts payable as well as providing general administrative support to the unit.

Duties include:

- Assisting with all aspects of accounts payable
- Collecting and organizing necessary paperwork to process payment including opening and date stamping all incoming mail
- Performing accounts payable and budget actions in NYC's Financial Management System (FMS)
- Creating payment voucher for level three (3) approval
- Communicate with vendors
- General administrative work including scanning, copying, and file management
- Assisting with out of town travels and reconciliation of end of the month travel statement
- Assisting with placing order for EOC activation or meeting request

The selected candidate will be assigned to an Emergency Operations Center (EOC) team, and will be expected to work non-business hours during emergency activations. The selected candidate will also participate in drills and exercises, assist with Ready NY presentations, and will undertake special projects as assigned.

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**QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college and 6 months of satisfactory full-time professional experience in procurement of goods, services, construction or construction-related services, or professional, technical or administrative experience in contract negotiation/management; or
2. An associate degree or completion of 60 semester credits from an accredited college, and 18 months of satisfactory, full-time professional experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and two and on-half years of satisfactory full-time professional experience as described in "1" above; or
4. A combination of education and/or experience equivalent to "1", "2" or "3" above. College education may be substituted for professional experience under "2" or "3" above at the rate of 30 semester credits from an accredited college for 6 months of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent and six months of experience as described in "1" above.

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**PREFERRED SKILLS**

- Knowledge of accounts payable, budgeting, purchasing, grants management, and/or document

management

- Ability to maintain a high level of accuracy in preparing and entering financial information
- Good organization and willingness to perform general administrative duties
- Experience with Excel
- Knowledge of NYC 's Financial Management System (FMS)

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**TO APPLY**

**Current City Employees:** Apply via Employee Self-Service (ESS). Go to Recruiting Activities>Careers and search **Job ID# 400113**

**Non-City Employees/External Candidates:** Apply via NYC Careers. Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search **Job ID# 400113**

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.**

<b>POSTING DATE:</b>	<b>POST UNTIL: FILLED</b>	<b>JVN: 017/19/560</b>
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**AN EQUAL OPPORTUNITY EMPLOYER**

**Special accommodations will be provided for disabled applicants**