



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate
FUNCTIONAL TITLE: Payroll Assistant
TITLE CODE NO: 56057
BUREAU/WORK UNIT: Finance/Payroll
WORK LOCATION: 198 E 161st Street

LEVEL: N/A
HIRING RATE: \$45,000
SHIFT: M-F, 9-5
NUMBER OF POSITIONS: 1

JOB SUMMARY:

Under the supervisor's direction, Payroll Assistants help manage the employee payroll process for the Bronx District Attorney's Office, using NYC's payroll management systems and various agency level payroll controls.

ESSENTIAL FUNCTIONS:

1. Ability to utilize strong communication skills to effectively communicate with all levels of the agency
2. Proficient computer skills, specifically Microsoft Word and Excel
3. Strong attention to detail, deadlines, confidentiality and organization
4. Solid basic math skills

JOB RESPONSIBILITIES:

Specific duties will include, but are not limited to the following:

- Analyzes, documents, and data enters payroll related transactions into NYC Payroll and Timekeeping systems
- Ensures accuracy of payroll transactions in light of NYC and Agency guidelines
- Resolves payroll questions for employees
- Provides payroll orientation for new employees
- Manages payroll check activity
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **A baccalaureate degree preferred OR a High School diploma/GED AND three (3) years of prior work experience in payroll and/or timekeeping**

To apply, please submit your resume/cover letter to the following address. Please include the Job Vacancy Number (JVN):
Email: BxDAHR@bronxda.nyc.gov

Or, mail to:
Abigayle Erickson
Human Resources Unit
Office of the Bronx District Attorney
198 E 161st Street, 10th Floor, Bronx, NY 10451

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted. Submission of application is not a guarantee that you will receive an interview.

POST DATE: 10/06/2016

POST UNTIL: Filled

JVN: 902-16-1302

*The Office of the Bronx District Attorney is an Equal Opportunity Employer **Committed to Diversity***