

JOB TITLE: Departmental Coordinator
DEPARTMENT: Controllers'

Loc: NYC

BASIC FUNCTION:

Provide administrative support to the Deputy Chief Financial Officer and Controller and Department directors to facilitate the efficient and effective operation of the Controller's department.

WORK PERFORMED:

- General Secretarial duties:
 - Answer telephones and communicate messages accurately and consistently;
 - Review daily mail for distribution to the appropriate staff and/or action;
 - Copy, fax and scan documents to various parties;
 - Type various forms of correspondence;
 - Maintain accurate and clear files;
 - Schedule meetings, including the coordination of participant schedules, reservation of conference room(s), order supplies as necessary, prepare room;
 - Cover reception desk on floor.
- Daily logging of checks and cash received by the Corporation into Access database (Check Log System).
- Assist in the year-end audit by inputting financial data and footnotes into the financial statements templates for the Corporation and subsidiaries, preparing confirmation letters requested by the external auditors and coordinating meeting places and times.
- Review Payment Authorization Forms and Purchase Request Forms for accuracy, sufficient supporting documentation and appropriate signatures prior to presenting to the Controller for approval. Maintain a copy for filing and return to appropriate department or staff member.
- Track documentation of Attachment A's and Linked Deposit Program projects from submission to approval.
- Present Requests to Fill/Hire received from the Human Resources Department to the Deputy Chief Financial Officer and Controller for approval.
- Input all annual, sick, holiday and personal time requested by staff into the Controllers Department calendar in Outlook.
- Backup Executive Assistant to the Chief Financial Officer as needed.
- Input visitors into the Kastle system who have appointments with the Deputy Chief Financial Officer and Controller or staff.
- Any other assignments at the request of the Deputy Chief Financial Officer and Controller or Department directors.

Responsibility and Authority

Employee Relations: Assist in maintaining a congenial atmosphere within the department, making sure that the department functions in an efficient and professional manner. Maintain pleasant, effective and professional communications with all employees and outside contacts. Hold information obtained in the course of work for the department in strict confidence and demonstrate a professional demeanor at all times. Work as a team player who understands the role of the Controller's department in the organization. Willing to go beyond assigned tasks to seek out ways to be helpful to all staff.

EDUCATION & REQUIREMENTS:

- * Equivalent Education Level required;
- * Must have High School diploma or equivalency diploma;
- * 5+ years experience as an administrative assistant, secretary or clerical support in a finance environment preferred;
- * Excellent written and oral communication skills – both written and verbal;
- * Excellent follow-up skills
- * Familiarity with Microsoft Word, Outlook and Excel;
- * Able to handle own correspondence, when directed.

APPROXIMATE HIRING SALARY: Up to \$46,740, commensurate with experience

INQUIRE

Ruth Parris, HRIS Specialist & Sr. HR Coordinator, ESDC

DEADLINE: At least 2 weeks or until the position is filled.

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER