



## New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

**Civil Service Title:** Assistant Retirement Benefits Examiner (Part-Time)      **Salary:** \$24.78-\$28.46 (Hourly)

**Title Code:** 40491

**Division:** Finance

**Unit:** Banking Operations

### **Job Description:**

NYCERS is recruiting for one (1) Part-Time Assistant Retirement Benefits Examiner in the Banking Operations Unit within the Finance Division. The Banking Operations unit processes all non-periodic outflows (all payments except pensions): EFT and checks for loans, refunds, death benefits, payments to vendors, and other authorized payments; and maintains NYCERS' banking relationships.

The Assistant Retirement Benefit Examiner is responsible for performing the following duties:

- Prepare and email EFT Replacement vouchers to the City Comptroller's Office requesting pension replacement checks.
- Generate EFT rejection letters in NYCERS case management system.
- Prepare letter of reclamation and transmit to the bank to recoup Automatic Clearing House (ACH) payments.
- Verify and close work items in NYCERS case management system.
- Review and respond to inquiries from other business units.
- Being open to learning and performing new tasks.

MINIMUM REQUIREMENTS ARE ATTACHED

**New York City residency is required.**

**This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.**

**Internal candidates must have been rated satisfactory or better on their last annual evaluation.**

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-24-0107 AND A COPY OF A CURRENT RESUME TO:**

<https://cityjobs.nyc.gov/> Search for Job ID#: 639326

**DATED:** 06/25/2024

**POST UNTIL:** 07/10/2024

**NYCERS POSTING NUMBER:**  
009-24-0107



**Preferred Skills and Experience:**

- Great team player and work cohesively with the team
- Good communication skills; speak and write clearly
- Attention to detail and strong analytical skills
- Knowledge of MS Word and Excel is required

**Minimum Qualification Requirements:**

1. An associate degree or completion of 60 credits from an accredited college, including or supplemented by 9 credits in mathematics, statistics, accounting, and/or actuarial science; or
2. A four-year high school diploma or its educational equivalent and two years of satisfactory full-time experience performing mathematical, statistical, actuarial or accounting computations in one or more of the following: a) a retirement or employee benefits plan; b) customer service in a financial institution; and/or c) in a position requiring the application of laws, rules and regulations and the use of statistical, actuarial or similar tables; or
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. College education may be substituted for experience in "2" above on the basis that 30 semester credits from an accredited college may be substituted for each year of required experience. However, all candidates must possess a four-year high school diploma or its educational equivalent and either 9 semester credits in mathematics, statistics, accounting and/or actuarial science from an accredited college or one year of experience as described in "2" above.

**Note:**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**Note:**

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.

**Note:**

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.