

**THE CITY OF NEW YORK  
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS**

**CITYWIDE JOB VACANCY NOTICE**

<b>Civil Service Title: Associate Staff Analyst</b>	<b>Level:</b>	<b>Title Code: 12627</b>
<b>Office Title: Fiscal Services Coordinator</b>	<b>Salary: \$57,246 - \$85,239</b>	
<b>Bureau: Office of Administrative Trials &amp; Hearings</b>		
<b>Division: Fiscal</b>	<b>Number of Positions: 1</b>	
<b>Work Location: 40 Rector Street, New York, NY 10006</b>	<b>Hours/Shift: 35 Hours per week</b>	

**JOB DESCRIPTION**

Under the direction of the Director for Planning & Fiscal Services, with wide latitude for independent decision-making and action, employee provides analysis of OTPS budget and procurement plan as it relates to ability to pay vendors in a timely manner and remain within budgetary constraints. Maintains accurate records, monitoring payments made to vendors, prepares routine monthly and ad hoc reports for management, including reports relating to timely payment of invoices. Also performs work of a similar nature as it relates to the agency's PS budget, including monitoring headcount and available funds for payroll. Also performs some administrative work relating to the accounts payable system. Work involves processing, distribution and maintenance of invoices; checking balances and setting up financial records; and financial forms processing. Work also involves monitoring staffing, salaries, and the expenditures relating to staffing. Work involves frequent internal and external contacts within well-defined procedures. Additional tasks may include:

- Monitoring the processing of invoices and check requests
- Monitoring planned headcount and salaries versus actual headcount and expenditures to ensure that agency stays within operating budget
- Reviewing invoices and check requests for proper account codes, object codes, discounts, payment terms and employment status
- Ensuring all personnel salary and salary adjustments transactions are properly processed as they relate to the agency's budget.
- Setting up and maintains a complex record and filing system of accounts payable vendor files and other financial records
- Responding to questions and makes calls regarding billing problems; acts as a liaison between departments and vendors
- Routinely reviewing departmental financial accounts to assure funds are available for purchases and salaries
- Monitoring budget transactions; helps departments review charges on budget reports
- Supervising the processing of payment vouchers, checks and other financial instruments
- Providing analysis of budget for both salaries and payments in summary report format for management
- Reviewing encumbrances, cash disbursements, and inter-departmental transfers for accuracy

**QUALIFICATION REQUIREMENTS**

- A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience working in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research.
- Excellent computer skills with proficiency in Excel, Access, and Microsoft Office Suite a plus.
- Excellent verbal and communication skills

**To Apply:**

Applicant must be a City resident within 90 days of appointment. Interested candidates should submit a resume with salary history and cover letter by to Karen Livingston, Director of Human Resources, Office of Administrative Trials and Hearings, 40 Rector Street, 6<sup>th</sup> floor, New York, NY 10006. No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

**For more information about OATH/ECB, visit us at: [www.nyc.gov/oath](http://www.nyc.gov/oath)**

<b>Post Date: June 26, 2009</b>	<b>Post Until: Until Filled</b>	<b>JVN: 856-09-OATH019</b>
---------------------------------	---------------------------------	----------------------------

**OATH/ECB and the City of New York are Equal Opportunity Employers**