

**The City of New York
Office of Administrative Trials and Hearings
Job Vacancy Notice**

Civil Service Title: College Aide	Title Code No: 10209
Office Title: College Aide	Salary: Freshman / Sophomore \$ 9.50 - \$ 10.35 per hour Junior / Senior \$ 9.75 - \$ 11.30 per hour
Division/Work Unit: Accounts Payable	Work location: 100 Church Street, New York, NY
Hours/Shift: Day	Number of Positions: 1

Job Description

Under the direction of the Accounts Payable Director, with some latitude for independent decision making and action, the College Aide performs bookkeeping, clerical, and 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.

Sample tasks:

- Receives invoices and check requests.
- Sorts and reviews invoices and check requests for proper account codes, object codes, discounts, payment terms and employment status.
- Processes payment vouchers and checks for payment.
- Operates a computer terminal and maintains extensive knowledge of appropriate computerized systems necessary for data entry and retrieval.
- Bills and credits accounts involved with the accounts payable system.
- Sets up and maintains a record and filing system of accounts payable vendor files and other financial records.
- Responds to questions and makes calls regarding billing problems; acts as a liaison between departments and vendors.
- Provides clerical support.
- Checks encumbrances, cash disbursements, and inter-departmental transfers for accuracy.

Qualification Requirements

- Matriculation at an accredited college or university.

Please note that employment is conditioned upon continuance as a student in a college; therefore, if hired, the employee will be expected to submit proof of admission for each semester they are employed.

Preferred Skills

- Excellent organizational and communication skills
- Ability to work independently and within groups
- Experience using computers
- History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

To Apply:

Applicant must be a City resident within 90 days of appointment. Interested candidates should submit a cover letter and resume to HROATH@oath.nyc.gov. No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

For more information about OATH, visit us at: www.nyc.gov/oath

Post Date:	Post: Until Filled	JVN: 820-2015-000054
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