

**THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Staff Analyst	Level: I	Title Code: 12626
Office Title: Budget/Revenue Analyst	Salary: \$53,797 - \$68,457	
Division: Administration		
Unit: Financial Services	Number of Positions: I	
Work Location: 100 Church Street, NY, NY 10007	Hours/Shift: 35 hrs/week	

ABOUT OATH:

The City of New York's Office of Administrative Trials and Hearings (OATH) is the nation's largest administrative tribunal, holding approximately 400,000 trials and hearings a year. As the City's central, independent administrative law court, OATH adjudicates a wide range of matters filed by nearly every city agency, board and commission. OATH also houses the Center for Creative Conflict Resolution which provides mediation and restorative justice support to City government agencies and the general public, and the Administrative Judicial Institute, a resource center that provides training, continuing education, research and support services for administrative law judges and hearing officers.

JOB DESCRIPTION:

OATH's Administration Division is seeking to hire a Budget Revenue Analyst for its Financial Services Unit. The successful candidate will perform essential tasks related to monitoring and tracking the Personal Services (PS) and Other-Than-Personal Service (OTPS) budgets and the Revenue budget of the agency. The ideal candidate must be meticulous, analytical, accurate, possess excellent interpersonal skills, and capable of working in fast-past environment as the unit must adhere to strict timelines set by the Agency, OMB and the City's Comptroller's Office. The Budget Analyst will report directly to the Assistant Commissioner for Financial Services. The Budget Analyst will be responsible for the following tasks among others:

- Accurately monitor and track PS and OTPS expenses bi-weekly and conduct surplus/needs analyses.
- Assess the availability of funds to process procurement requisitions and approve them.
- Submit budget modifications in the City's Financial Management System (FMS) to reallocate funding to support the requisitions as needed. All approved requisitions must be tracked carefully and reconciled to FMS registered agreements bi-weekly.
- Prepare bank account reconciliation and variance reports monthly for submission to OMB and the Comptroller's Office.
- Prepare the revenue tacking report monthly to capture revenue collected after respondents were found in violation at hearings.
- Submit Financial Plan technical budget exercises to update the budget structure, and Agency requests for budget enhancements and budget reductions (New Needs, PEGs, and surplus/needs).
- Perform technical adjustments to the Agency's Expense Budget in FMS2 and FMS3, including, journal entries and accruals.
- Produce ad-hoc financial reports, and research and develop specific agency initiatives as directed.
- Perform special projects as assigned.

Special Note: Only candidates who are currently certified with the City of New York as a permanent Staff Analyst may apply.

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a Juris Doctor degree from an accredited law school; or
2. A baccalaureate degree from an accredited college and two 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; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area.

Preferred Skills:

- The successful candidate should possess the following: strong knowledge of FMS 2/3, Microsoft Office programs such as Word, Excel, strong written and verbal communication skills; excellent analytical and organizational skills; and the ability to handle multiple tasks under tight deadlines.

To Apply:

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for the Job ID listed. For all other applicants, please go to www.nyc.gov/jobs/search and search for the Job ID listed.

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL.

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

NOTE: As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered City employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Post Date: 7/27/2022	Post Until: Filled	Job ID: 820-2022-542827/65
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