

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

Civil Service Title: Staff Analyst Trainee	Level: 1	Title Code: 12749
Office Title: Payment Specialist	Salary: \$42,150 – \$48,473	
Division: Administration		
Unit: Accounts Payable	Number of Positions: 1	
Work Location: 100 Church Street NY, NY 10007	Hours/Shift: 35 hours per 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 Payment Specialist for OATH’s Accounts Payable Unit. The successful candidate will perform essential tasks associated with the tracking, reconciliation and payment of expenses associate with the administrative and programmatic functions for Trials Division and Hearings Division. The Payment Specialist’s will also have duties specific to tracking and analyzing expenses and payments associated with the enactment of the Criminal Justice Reform Act (CJRA) for which OATH performs the adjudicatory functions for CJRA summonses and issues contracts for community services to implement the law. 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 and the City’s Comptroller’s Office.

Responsibilities include, but are not limited to the following:

- Processing payments in compliance with Procurement Policy Board (PPB) rules, Comptroller’s Directives and all applicable rules
- Reviewing invoices, liaising with multiple agency certifiers of various units at OATH and determining invoice certification for a large number of contracts
- Tracking, analyzing and reconciling payments made to contractors and disclosing to the Director of Accounts Payable any inconsistencies or discrepancies in payments based on data captured in the City Financial Management System (FMS) or in comparison to invoices
- Liaising with contractor representatives to resolve discrepancies and reconcile issues related payment and delivery of goods and services
- Creating payment vouchers utilizing FMS and accurately reflecting the corresponding budget structure and budget codes
- Reviewing FMS payment vouchers submitted by other Payment Specialists and applying subsequent FMS approval levels
- Maintaining vendor tracking sheets daily for a large number of vendors as payments are processed
- Maintaining an inventory of hard-copy records and electronic records for a large volume of payment files, which spans multiple years, for retrieval upon request by the administrative or legal branches of the Agency or City government

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

- A baccalaureate degree from an accredited college

Preferred Skills:

- Excellent interpersonal skills and professional
- Detail oriented and diligent work ethic
- Proficiency in Microsoft Office and Excel
- Effective written and verbal communications skills

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.

FOR SUMMER INTERNSHIPS ONLY

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

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:	Post Until:	Job ID:
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OATH and the City of New York are Equal Opportunity Employers