

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

Civil Service Title: Principal Administrative Associate	Level: I	Title Code: 10124
Office Title: Reconciliation Clerk	Salary: \$47,418 - \$54,531	
Bureau: Clerk's Office		
Work Location: 66 John Street, Manhattan	Number of Positions: 1	
	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

The City of New York's Office of Administrative Trials and Hearings (OATH) is a tribunal that conducts administrative hearings for a wide range of City agencies, boards and commissions.

OATH's Clerk's Office is seeking to hire a Community Associate to serve as a Reconciliation Clerk within our Penalty Processing Unit. Bank reconciliation is a part of the Comptroller's directives for every revenue generating agency. Confirming that payment records have been deposited and applied correctly are paramount to OATH and its operations. The Reconciliation Clerk will perform various essential functions in the Clerk's Office/Penalty Processing Unit including, but not limited to:

- Clearly explaining reconciliation procedures and expectations to the public, providing information to the public that is consistent with established protocols, and making appropriate referrals to the public where applicable.
- The reconciliation of bank, branch office and online lockbox payments utilizing reports from online portals, the Comptroller's and Department of Finance Reports.
- The reconciliation of monthly bank deposits, preparation of monthly revenue reports and reporting discrepancies & adjustments to the bank.
- Notifying their manager of any discrepancies, following-up on discrepancies to determine cause.
- Serving as a liaison to outside vendors, the public, and internal IT in order to correct erroneous transactions and payment data.
- Review daily reports of all in-person and online payments from various systems as well as internal IT reports to ensure that all payments posted properly.
- Prepare monthly revenue reports as well as ad hoc reports as needed.

QUALIFICATION REQUIREMENTS

1. High school graduation or equivalent and three years of experience in community tied to the duties as described above: or
2. Education and/or experience which equivalent to "1" above.

Preferred Skills

- Proficiency in Excel.
- Basic math skills and attention to detail.
- Knowledge of Microsoft Word, Outlook, Access and PowerPoint.
- Excellent oral and written communication skills.
- Knowledge of the City's Financial Management System (FMS) is preferred.
- History of volunteerism, such as service in the AmericCorps or Peace Corps, is viewed favorably.

To Apply:

Applicant must be a City resident within 90 days of appointment. Interested candidates should apply online via *NYC Careers* on the [NYC.gov](http://www.nyc.gov) website (<http://www.nyc.gov/html/careers/html/home/home.shtml>). 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: 7/14/2023

Post: Until Filled

JVN: 820-2023- 591195

OATH and the City of New York are Equal Opportunity Employers