



**CITY OF NEW YORK
HUMAN RESOURCES ADMINISTRATION**

C & Title: STAFF ANALYST II **Title Code #:** 12626 **Level:** 02
Office Title: Senior Bank Account Reconciler **No. of Positions:** 1 **Residency:** Yes
RC/Division: 0218 OFF OF FISCAL OPER
Salary: \$ 48,697.00 Minimum - \$ 62,369.00 Maximum
Work Location: 180 WATER ST, NEW YORK 10038

JOB DESCRIPTION

The Finance Office is recruiting for a Staff Analyst II to function as the Senior Bank Account Reconciler for Bureau of Reconciliation and Control (BORAC), who will:

- Maintain liaison with various banking institutions, HRA's Bureau of Accounting, the Division of Treasury, the Division of Accounts Payable and Reporting, the Department of Finance and other State and local agencies.
- Ensure receipt of all documents and reports required to perform account reconciliations. Analyze and verify the accuracy of source documents.
- Analyze financial reports in order to prepare monthly reconciliation reports for large or complex bank accounts. Utilize a variety of analysis techniques on bank statements and paid and outstanding listings.
- Analyze issuances and disbursements by account.
- Post monthly issuances, disbursements and cancellations to either manual or automatic ledgers to maintain updated records used to prepare reconciliations.
- Prepare accurate and timely account reconciliations, cash balances and reports.
- Prepare cancellation reports for the Division of Treasury to recover State and Federal funds.
- Verify Book Balance Report using the Department of Finance's Pool Account Report.
- Resolve variances/discrepancy items and prepare ad hoc financial reports as needed.
- Be responsible for providing supervision, training or technical assistance, and assigning staff to accomplish unit work goals.
- Obtain all necessary certifications

PREFERRED SKILLS

MINIMUM QUALIFICATIONS

Must be permanent in the title of Staff Analyst.

HRA EMPLOYEES SHOULD APPLY ELECTRONICALLY VIA HRA INTRANET PAGE. TO APPLY MANUALLY, SUBMIT RESUME WITH SSN, JVN AND LOCATION PREFERENCE ANNOTATED IN UPPER RIGHT HAND CORNER TO:

Geraldine Cooper-Brown
180 Water Street, 11th Floor New York, NY, 10038
Fax: 212-331-5471

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.

POST DATE: 4/24/2008

CLOSING DATE: 5/9/2008

JV J : 069-08-0218-C-271

CITY OF NEW YORK/HRA is an Equal Opportunity Employer



**CITY OF NEW YORK
HUMAN RESOURCES ADMINISTRATION**

C S Title:	STAFF ANALYST II	Title Code #:	12625	Level:	02
Office Title:	Check Replacement Analyst	No. of Positions:	1	Residency:	Yes
RC/Division:	0218 OFF OF FISCAL OPER				
Salary:	\$ 48,697.00 Minimum - \$ 62,363.00 Maximum				
Work Location:	180 WATER ST, NEW YORK 10038				

JOB DESCRIPTION

The Finance Office is recruiting for a Staff Analyst II, to function as the Check Replacement Analyst of Bureau of Reconciliation and Control (BORAC), who will:

- Collect, research and analyze payment reports and data from other sources regarding check replacements.
- Collect, analyze, and verify documentation received for the replacement of checks.
- Maintain a comprehensive control log of all incoming requests and dispositions.
- Participate in the analysis of financial reports of check issuances and encashments.
- Verify identification of claimant for check replacement through in-depth interviewing and other investigative techniques.
- Research check registers, bank statements, and the Check Reconciliation and Tracking System (CRTS), in order to reveal duplicate issuances or payments.
- Review check replacement affidavits for accurate information, appropriate signatures and required notarization.
- Determine that check replacements are appropriate and prepare required documentation.
- Draft and edit reports in narrative and statistical form to provide a summary of findings.
- Maintain close contact with Job Centers regarding the validation of claims for check replacements.
- Respond to telephone and written inquiries regarding status of requests and actions taken.
- Contact and interview landlords as necessary. Respond to landlord inquiries regarding check replacement issues.

PREFERRED SKILLS

MINIMUM QUALIFICATIONS

Must be permanent in the title of Staff Analyst.

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