About the Office:
The Mayor’s Office of Criminal Justice (MOCJ) advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor’s representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system’s fairness. MOCJ works with law enforcement and city agencies, non-profits, foundations, and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. To ensure effective results, the office draws on various disciplines, such as behavioral economics to “nudge” conduct and machine learning to develop reliable predictive analytics. Examples of MOCJ’s work include:

- **Justice Reboot**, making the system fairer and more efficient by safely driving down the jail population. These reforms include reducing case processing times in the courts and making the summons process easier and more transparent;
- **The Mayor’s Action Plan on Behavioral Health and the Criminal Justice System**, a set of interlocking public health and public safety strategies that aim to reduce the number of people with behavioral health needs cycling through the criminal justice system;
- **The Mayor’s Action Plan for Neighborhood Safety**, a comprehensive initiative to reduce crime and strengthen neighborhoods in and around the 15 New York City Housing Authority developments that account for 20 percent of all violent crime in the City’s public housing; and
- **The Mayor’s Citywide Initiative to Reduce Gun Violence**, a comprehensive, neighborhood-based strategy to prevent gun violence in 14 precincts that account for 51 percent of shootings in New York City.

About the Role:
MOCJ has a $330 million contract services budget and monitors more than $27 million in grants disbursed to multiple city agencies. The Fiscal Analyst, under supervision of the Fiscal Director, will be responsible for complete, accurate, and timely processing of all invoices, and performing core accounting and operations duties as assigned. Job responsibilities include, but are not limited to:

- Review contractor invoices for completion, proper approvals, and mathematical calculations. Verify compliance with budget, contract terms, and New York City Comptroller’s directives prior to payment.
- Enter invoices into New York City’s Financial Management system. Verify coding and availability of funds.
- Provide courteous and professional support to both internal and external customers.
- Assist Internal Auditor with review of detailed expense support for invoices selected for audit.
- Obtain proficiency in payment, inquiry, and reporting modules of FMS. Provide monthly payment, contract, and revenue reports to Fiscal Director.
- Maintain schedule of accruals.
- Assist Fiscal Director with year-end close functions. Work with Budget Director and contract unit to verify final numbers for Comptroller.
Qualifications:

- A Bachelor’s degree in Accounting, Finance, or a related field, and a minimum of 2 years of full-time experience in general accounting or payable functions;
- Strong proficiency in Excel and Word, required;
- Strong organizational and proofreading skills;
- Solid understanding of GAAP and internal control concepts;
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, problem solve, pay close attention to detail, meet deadlines, and work well under pressure;
- Maintain an enthusiastic work ethic, in addition to possessing excellent interpersonal skills, which includes being able to work well with others in a diverse team/work environment.

Salary: Commensurate with experience.

To Apply: Please submit a resume, cover letter and three (3) references to Candidate Application

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers