



JOB VACANCY POSTING NOTICE

Job ID: 487863
Business Title: Senior Conciliator
Proposed Salary Range: \$71,423 - \$86,473
Division/Work Unit: Legal Affairs/ Conciliations
Work Location: 375 Pearl Street, New York, N.Y. 10038
(Current location but could be subject to change)
Career Level: Experienced Non-Manager

Civil Service Title: Agency Attorney **Level:** 02

NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

Division Description:

The Legal Affairs Division serves as the in-house legal department for DOF, providing professional and comprehensive legal advice and services in support of a full range of city tax and other revenue-related matters. Legal Affairs Division attorneys and staff handle a wide range of legal issues, including real property taxes and exemptions, business income and excise taxes, collections, parking violations, treasury, land registry, FOIL, and employment law.

The Legal Affairs / Conciliation Bureau is an independent forum within the Department of Finance, charged with resolving disputes in an informal conference setting for City business and excise taxes.

Job Description:

The Conciliation Bureau is seeking an experienced attorney with a background in State and Local Tax and audit related matters to serve as a Senior Conciliator. Reporting to the Director the selected candidate's responsibilities will include:

- Direct conciliation conferences while developing the facts that are in dispute and discussing the relevant authorities with taxpayers or their representatives and DOF attorneys appearing for the Audit division.
- Conduct all conferences following Conciliation's policy and procedures while maintaining a view toward a satisfactory resolution of the City business income and excise tax matter. Allowing each party to fully state and support their position in the conference while using effective mediation techniques throughout the process.
- Reviewing taxpayer submissions and audit files to develop a complete understanding of the facts, legal and technical issues involved.
- Research and analyze relevant statutes, rules, and case law. Apply the legal research to issues presented in Conciliation, including, but not limited to, complex and difficult City business income and excise tax cases.
- Ensure that the taxpayer clearly understands their rights in the conciliation process; the candidate must also ensure that all parties understand the facts and the positions of each party as set forth during the process.
- As needed review the research and other submissions of the taxpayer and the Department representatives.
- Provide clear, concise, and comprehensive analysis when discussing cases in the conference setting or with the Director. After thorough review and analysis, make recommendations to the Director.

- Manage an inventory of cases of various levels of complexity, and various tax types.
- Effectively use and process case information in DOF computer systems such as Business Tax Services.

Preferred Skills:

- Experienced tax professional with a background in State and Local tax matters.
- Experience in resolving Audit controversies.
- Excellent oral and written communication skills.
- Proficiency with MS Word and Excel and willingness to learn and use DOF's computer systems including Business Tax System.
- Familiarity with tax law and legal research.

Minimum Qualification Requirements:

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

In addition to meeting the minimum Qualification Requirements:

To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment. To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment

Additional Information:

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

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.

This position will require employees to have access to Federal Tax Information (FTI) and is subject to an additional background investigation before appointment. The candidate(s) will be required to pass the FTI background investigation as a term and condition of employment. At the time of investigation, candidate(s) will be required to pay a fingerprint screening fee."

Residency Requirement:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

Click the "Apply Now" button.

While we appreciate every applicant's interest, only those under consideration will be contacted.

Posting Date: 10/7/2021

Post Until: 10/21/2021

JVN#487863

The City of New York is an Equal Opportunity Employer