

Essex County Announces

A Vacancy for a Fiscal Manager

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information contact
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street - P.O. Box 217
Elizabethtown, New York 12932 Tel: 873-3360
<http://www.co.essex.ny.us/jobs.asp>

Vacancy: Essex County Treasurer's Office

Salary: \$28.44/HR.

****Current employees hired PRIOR to 2009, please contact the Personnel Office for rate of pay.****

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing coordinating and in charge of the accounting and fiscal management functions of a department. These duties involve responsibility for the performance of moderately difficult, complex professional accounting, and related fiscal administrative tasks in development, examination, review, or analysis of activities related to fiscal management of funds and expenditures. The work is performed under administrative direction of the department head. The work entails responsibility for independently maintaining all accounts in proper balance and for furnishing periodic financial statements. Supervision may be exercised over subordinate clerical employees. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, business administration, or related field and two years of full-time paid experience in accounting or auditing, one year of which must have been in a supervisory capacity;
 - (b) An associate degree in accounting, business administration, or related field and four years of full-time paid experience as defined by the limits of (a) above;
 - (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).
- (OVER)

**LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
JANUARY 18TH, 2022**

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO DRUG AND ALCOHOL SCREENING/TESTING, PRE-EMPLOYMENT PHYSICAL, AND ADDITIONALLY MAY BE REQUIRED TO SUBMIT TO A FINGERPRINT BACKGROUND CHECK DEPENDING UPON SPECIFIC REQUIREMENTS OF THE POSITION.

01/07/2022