

# Personnel and Civil Service

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Bethany O'Rourke Personnel Officer



## NOTICE OF VACANCY ACCOUNTING ASSOCIATE II

**Date of Issue: 07/09/19; Re-issued 08/21/19:** The work involves responsibility for the independent performance of moderately difficult financial accounts and records maintenance. An incumbent will work within specific law, office rules, procedures and/or policies. The work may require decision making as to methods to be used and classification of records and accounts. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. This position differs from Accounting Associate I in that duties are more complex and represent a higher level of responsibility and independent judgement in the performance of work assignments. The work is performed under direct supervision of a higher-level staff member, but has moderate autonomy in carrying out day-to-day activities. The incumbent may train and orient lower level staff workers. Supervision is not normally a responsibility of this position. However, when directed, the classification may exercise a limited degree of supervisory duties over a staff of three (3) or fewer. Does related work as required.

The title of Accounting Associate II is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2020.** Pending a criminal background check\*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

**Status:** Provisional, pending permanent appointment from eligible list  
**Work Hours:** Full time, days; 35-hour work week  
**Salary:** \$29,047 (2019; CSEA SG V); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Department of Social Services

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency and two (2) years of full-time paid experience or its part-time equivalent in maintaining financial accounts and records.

**NOTE:** Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours of related coursework, as indicated above, being equivalent to three (3) months of experience.

**APPLY ONLINE** by using our "Online Application Tool":  
<https://www.tiogacountyny.com/departments/personnel-civil-service/>

Applications may also be obtained in the Personnel Department during office hours (Mon.-Fri. 9-5)

**Apply by:** Applications will be accepted until position has been filled

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.