

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

☎ 607 687 8494 📠 607 223 7074 🌐 www.TiogaCountyNY.com

Bethany O'Rourke Personnel Officer



NOTICE OF VACANCY CHIEF ACCOUNTANT

Date of Issue: 11/25/19

This position involves the responsibility for assisting the County Treasurer in the administration and supervision of the County Treasurer's office. The incumbent is appointed by the County Treasurer and serves as the Chief Accountant for the County. The Chief Accountant, in collaboration with the County Treasurer, is responsible for directing, administering, establishing, and maintaining the County's accounting and payroll system. The incumbent is expected to use professional judgment in giving advice and guidance to employees on operating the computer system and keeping the records. The work involves the use of complex accounting procedures to develop and implement improvements to the financial operation of the County. This position requires extensive computer related skills to manage the preparation of the County's Annual Financial Report. The incumbent works directly with the County's Federal Single Audit team in coordinating the Federal Single Audit, and recommends and coordinates with the cost allocation accountants to develop A-87 cost distribution. In addition, the incumbent must analyze, initiate, coordinate, and evaluate the County's fiscal policies for the County Treasurer and the County Legislatures. The Chief Accountant is responsible for insuring compliance with all Federal and State financial reporting and record keeping requirements. The work is performed under supervision from the County Treasurer through oral and written reports. General supervision may be exercised over the office staff. Does related work as required.

The position will become vacant & available to fill on or after 02/01/2020. The title of Chief Accountant is **Competitive**. Applicants must meet the minimum qualifications of the position and satisfy all civil service examination requirements in order to obtain permanent status. The next exam holding is anticipated in 2021. 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 civil service examination
Work Hours: Full-time; Monday – Friday
Location: Tioga County Treasurer's Office
Salary: \$61,404 - \$71,404 (Non-Union); full benefit package available

Minimum Qualifications: Graduation from high school or possession of a general equivalency diploma and **EITHER:**

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Finance or Business Administration and two (2) years of satisfactory full-time (or it's part-time equivalent) accounting or auditing experience of a business involving the maintenance of double-entry books; **OR**
- b) Graduation from a regionally accredited or New York state registered college or university with an Associate's degree in Accounting, Finance or Business Administration and four (4) years full-time work experience (or it's part-time equivalent) as described in (a) above; **OR**
- c) Six (6) years of full-time work experience (or it's part-time equivalent) as described in (a) above; **OR**
- d) Any equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

See Reverse

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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 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.