

Personnel and Civil Service

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



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Bethany O'Rourke Personnel Officer

NOTICE OF VACANCY BUDGET OFFICER (PT)

Date Issued: 02/07/20. The Budget Officer evaluates and recommends budget and financial management strategies to maintain and improve the financial condition of the County. This work involves development and utilization of accounting procedures to oversee and improve budgetary operations of the County, as well as collaboration with the County Treasurer regarding financial outlooks. This position shall be physically located within the Treasurer's Office suite to facilitate said collaboration. The work is performed under the general supervision of the County Legislature. Does related work as required.

The title of Budget Officer (PT) is **Unclassified** under Tioga County civil service rules. The incumbent will serve at the pleasure of the Tioga County Legislature.

Status: Serves at the pleasure of the Legislature

Work Hours: To be determined

Salary: \$17,764 - \$18,208 (Non-union)

Location: Tioga County Legislature

Preferred Qualifications (Either):

- Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, public administration or a related field, which included or was supplemented by at least twelve credit hours in Accounting AND two years full-time accounting experience or its part-time equivalent; **OR**
- Graduation from a regionally accredited or New York State registered two year college with an associate's degree in accounting, public administration or related field which included or was supplemented by at least twelve credit hours in Accounting AND four years of full-time accounting experience or its part-time equivalent; **OR**
- An equivalent combination of training and experience outlined above.

Prior experience in calculating property tax rates in conjunction with tax cap mandates desired

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: March 6, 2020

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.