

Personnel and Civil Service

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Bethany O'Rourke Personnel Officer



NOTICE OF VACANCY ACCOUNTING ASSOCIATE III

Date of Issue: 11/09/20: The work involves responsibility for planning, assigning and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions electronically, on hard copy or both. Incumbents will use various financial software programs. Work is performed under general supervision in accordance with specific law, office rules, procedures and/or policies. Independent judgement is exercised in planning and carrying out the details of the work. Difficult technical or policy problems are referred to a supervisor for decision or review of judgment. This class differs from that of Accounting Associate II by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff. Does related work as required.

The title of Accounting Associate III is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 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 permanent appointment from eligible list
Work Hours: Full time, days; 35-hour work week
Salary: \$36,622 (2020; CSEA SG VII); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Locations: Tioga County Public Health Department

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- a) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in accounting, business, or a closely related field and one (1) year of full-time work experience (or its part-time equivalent) in maintaining financial accounts and records; **or**
- b) Three (3) years of full-time work experience (or its part-time equivalent) in maintaining financial accounts and records; **or**
- c) An equivalent combination of training and experience as indicated in a) and b) above.

Promotional: Candidates must be currently employed and have **Six (6) months** continuous **permanent** competitive class **status** as an **Accounting Associate II; OR Eighteen (18) months** as an **Accounting Associate I** in a **department, municipality, school district, or special district under Tioga County's jurisdiction.**

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

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.