

NOTICE OF VACANCY

DEPARTMENT: Family and Community Services

TITLE: Accounting Supervisor

GRADE/SALARY: 21W - \$32,700 Plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: The work of this class involves responsibility for independently directing a number of persons performing accounting operations, record keeping, auditing and related tasks, requiring planning, organizing, systematizing and supervision. The work also involves independent formulating of accounting procedures and participation in formulation of accounting and fiscal policy of the agency. The work is performed under the administrative direction of the Director or Commissioner of the assigned department. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in accounting, business administration, financial administration, economics, or a closely related field including or supplemented by eighteen (18) credit hours in accounting, **AND** two (2) years of full-time experience in accounting; one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree as noted in (A) above, including or supplemented by eighteen (18) credit hours in accounting, **AND** four (4) years of full-time experience in accounting; one (1) year of which shall have been in a supervisory capacity; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of full-time experience in accounting; one (1) year of which shall have been in a supervisory capacity.

NOTES:

1. Candidate must submit a copy of transcripts if qualifying under (A) or (B) with application.
2. Thirty (30) graduate credit hours in accounting or business management or a closely related field may be substituted for one (1) year of the required non-supervisory experience. .

HOW TO APPLY: Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: July 30, 2021

****Oneida County is an equal opportunity employer****

07/08/2021