

# NOTICE OF VACANCY

**DEPARTMENT:** Planning  
**TITLE:** Fiscal Services Administrator  
**SALARY (GRADE):** \$66,578 (38M) plus Excellent Benefits

**THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility for directing the planning, organizing, scheduling, and controlling of the fiscal management services of an Oneida County department. Critical responsibilities include supervision of the department's accounting, billing, budgeting, and financial and statistical reporting. The work is performed under the general direction of a department head, allowing wide leeway for independent judgment in formulating accounting and fiscal policies and for carrying out the technical details of the work. Direct supervision is exercised over subordinate staff members. The incumbent performs related work as required.

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

- (A) Possession of Master's Degree in accounting, business management, or a closely related field, including or supplemented by 24 semester credit hours in accounting, **AND** four (4) years of full-time, professional accounting experience; **AND** two (2) years of which must have been in a supervisory capacity; **OR**
- (B) Possession of Bachelor's Degree in accounting, business management or a closely related field, including or supplemented by at least 24 semester credit hours in accounting, **AND** five (5) years of full-time, professional accounting experience; two (2) years of which must have been in a supervisory capacity.

**NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

**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 6<sup>th</sup> 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:** September 30, 2022

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

08/29/2022