

NOTICE OF VACANCY

DEPARTMENT: Planning
TITLE: Finance Administrative Officer
SALARY (GRADE): \$45,510 (27W) plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing a variety of accounting and business management activities related to financial management of special projects, payroll, or data processing activities. The work is performed under general supervision of the Director/Commissioner, or Comptroller or Deputy Comptroller or a higher-level supervisor, with leeway allowed for exercise of independent judgment in carrying out technical details of the work. Supervision is exercised over the work of clerical assistants involved in accounts and payroll activities. The incumbent performs related work as required.

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

- (A) Possession of a Master's Degree in hospital administration, business or public administration, accounting, economics, or a closely related field; **OR**
- (B) Possession of Bachelor's Degree in hospital administration, business or public administration, accounting, economics, or a closely related field **AND** one (1) year of experience involving financial management of programs* of public or private agencies, enterprises or businesses; **OR**
- (C) Possession of Associate's Degree in hospital administration, business or public administration, accounting, economics, or a closely related field **AND** three (3) years of experience involving financial management of programs* of public or private agencies, enterprises or businesses.

*Experience in financial management of programs is defined and limited to mean: responsibility for direction, control, and decision making in financial areas such as cost accounting, cost/ benefit analysis, budgeting, payroll, purchasing, etc. Experience involving repetitive recording, classifying, and verifying of financial data is not acceptable experience.

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
3. 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 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: September 30, 2022

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

08/29/2022