

# ONEIDA COUNTY NOTICE OF VACANCY

**DEPARTMENT:** Public Works  
**TITLE:** Accounting Supervisor  
**SALARY (GRADE):** \$36,934 (21W) 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 several employees 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) Possession of 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) Possession of Associate'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** 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. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
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.
3. 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 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:** May 31, 2023

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

03/30/2023