

ONEIDA COUNTY NOTICE OF VACANCY

DEPARTMENT: Family and Community Services

TITLE: Disbursements Officer

SALARY (GRADE): \$36,934 (21W) Plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for planning, overseeing, and directing complex account keeping activities related to disbursements and accounts payable and independently performs the most important phases of such work. The work is performed under general supervision of a Department Head or Deputy in accordance with outlined policies and procedures but calls for frequent exercise of independent judgment. Difficult technical or policy problems are referred to the supervisor for decision or review of judgment where recommendations are initiated. Supervision is exercised over the work of subordinates. 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 business management, accounting, economics, business administration or a closely related field; **OR**
- (B) Possession of Associate's Degree in accounting, business administration, business management, economics or a closely related field, **AND** two (2) years of experience in maintaining financial records and accounts, which shall have involved the operation of a computer and computer software; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** four (4) years of experience in maintaining financial records and accounts, which shall have involved the operation of a computer and computer software.

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.

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: October 31, 2023

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

09/12/2023