



# ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** Audit and Control

**CIVIL SERVICE TITLE:** Disbursements Officer (NYHELP Program)

**CLASSIFICATION TYPE:** Non-Competitive

**SALARY (GRADE):** \$44,528 (23W) Plus Excellent Benefits

**APPLICATION DEADLINE:** December 31, 2025

**APPLY ONLINE\*:** <https://oneida-portal.mycivilservice.com/post/jobopps>



**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 the general supervision of a Department Head or Deputy in accordance with the policies and procedures outlined 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 at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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

\*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

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