

**St. Lawrence County Government
Position Advertisement Form**

St. Lawrence County Clerk's Office is in search of:

FISCAL OFFICER

Salary: \$47,372 with excellent benefits as described below.

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

Duties of the position: This position involves responsibility for planning, implementing and monitoring routine accounting and fiscal management functions. The work includes analyzing and monitoring program funds, grants and expenditures, maintaining accounting systems, furnishing periodic financial reports and overseeing account keeping activities. The work is performed under the general supervision of higher level administrative staff with leeway allowed for the use of independent judgment in carrying out details of the work. Supervision may be exercised over the work of subordinate employees engaged in account keeping activities. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration or a closely related field; **OR**
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business Administration or a closely related field and two (2) years of full time, paid experience in accounting or finance which shall have involved the maintenance or auditing of double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports; **OR**
- C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and four (4) years of full time, paid experience as described in (B) above.

Additional Employment Information: This position is currently being filled under the HELP Program and will not require an examination at this time.

Applications accepted until position filled.

You can apply online at <https://stlaw-portal.mycivilservice.com>.

Applications can also be obtained from the St. Lawrence County's website,
<https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources

(315)379-2210.

Send application to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617
AA/EEO

Posted: 07/23/2024