

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Community Services Department is in search of:

Principal Fiscal Officer

Salary: \$63,211 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: The work involves responsibility for directing and coordinating complex and multi-faceted accounting and fiscal management functions. This class differs from that of Senior Fiscal Officer and Fiscal Officer by virtue of its expanded scope, level of responsibility and supervisory responsibilities. Work is performed under the general supervision of an administrative superior, and in accordance with established accounting and auditing policies and procedures. Direct supervision may be exercised over the work of subordinate clerical and account keeping employees. Must be bondable. Does related work as required.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's degree in accounting, business administration or a closely related field and two (2) years of full time, paid experience in accounting or finance work which shall have included maintaining or auditing double entry books of a business including general ledger, or maintaining government agency books involving appropriation accounting and the preparation of budget and financial reports, one (1) year of which shall have been in a supervisory capacity; **OR**
- B) Possession of an Associate's degree in accounting, business administration or a closely related field and four (4) years of full time, paid experience as described in (A) above, one (1) year of which shall have been in a supervisory capacity; **OR**
- C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and six (6) years of full time, paid experience as described in (A) above, one (1) year of which shall have been in a supervisory capacity.

Your degree 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 your degree was awarded by an educational institution outside of the United States and its territories, you 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> . You must pay the required evaluation fee.

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 April 14, 2026.

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

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