

ST. LAWRENCE COUNTY GOVERNMENT

St. Lawrence County Board of Legislators, Buildings & Grounds and Community Services are in search of:

Senior Fiscal Officers

Base Salary: \$53,044 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 complex accounting and fiscal management functions. This class differs from that of Fiscal Officer by virtue of its expanded scope, level of responsibility and increased level of decision making. An employee in the class is responsible for the performance of difficult and complex clerical and accounting tasks. Work is performed under the general supervision of an administrative superior, and in accordance with established accounting and auditing policies and procedures. Supervision may be exercised over the work of subordinate clerical and account keeping employees. Does related work as required.

MINIMUM QUALIFICATIONS:

- 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 and one (1) 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, **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 three (3) years of full time, paid experience as described in (A) above, **OR**
- C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and five (5) years of full time, paid experience as described in (A) above.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications accepted until the position is 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: 01/04/2024