



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

TITLE: Senior Accountant (*provisional appointment)
SALARY: \$37,030 – \$47,430 annually
LOCATION: Monroe County Department of Finance – Controller's Office

JOB SUMMARY: This is a senior level position involving responsibility for the design, modification and/or implementation of new or existing accounting procedures and business office systems. Employees may perform the more complex accounting operations of the unit. Work involves the use of an automated accounting system. The employee reports directly to and works under the general supervision of a higher level staff member with considerable exercise of independent judgment, but in accordance with outlined objectives, policies and procedures. Supervision may be exercised over Accountants, Junior Accountants and clerical employees.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a Master's or Bachelor's degree in Accounting, plus two (2) years of full-time professional level experience or its part-time equivalent in the field of accounting and/or auditing; OR,
- (B) Graduation from a regionally accredited New York State registered four-year college or university with a Bachelor's degree in Economics, Finance or Business Administration with a minimum of eighteen (18)* credit hours in Accounting, plus three (3) years of experience as defined in (A) above.

NOTE: There are no experience substitutes for the educational requirement. Professional level accounting/auditing shall not include account keeping, bookkeeping, or other clerical financial, record keeping activities.

*Candidates who meet the minimum qualifications under (B) must submit a student copy of transcript or itemized list of course work and credits received at the time of application.

Special Requirements:

Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment requirements of Part 107 of the Federal Aviation Administration Regulations prior to appointment.

Send Civil Service Applications to: Monroe County Department of Human Resources
39 West Main Street – Room 210
Rochester, NY 14614

Posting Deadline: September 15, 2006

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer