



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: SENIOR ACCOUNTANT (*Provisional Appointment)

SALARY: \$38,205 - \$48,864 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is a senior level professional accounting position responsible for 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 is performed using an automated or manual accounting system. This title is distinguished from Supervising Accountant in that planning and developing accounting procedures and supervising a functional unit is not performed. The employee reports directly to and works under the general supervision of a higher level staff member with latitude allowed in the exercise of independent judgment, but in accordance with outlined objectives, policies and procedures. General supervision may be exercised over Accountants, Junior Accountants and clerical employees. Does related work as required.

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 paid full-time or its part-time equivalent professional** experience in auditing or accounting; OR,
- (B) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in Economics, Finance or Business Administration that included a minimum of fifteen (15) semester credit hours in accounting, PLUS three (3) years of professional** experience as defined in (A) above; OR,
- (C) Any equivalent combination of education or experience as defined by the limits of (A) and (B) above.

**Professional experience in auditing or accounting shall not include account keeping, bookkeeping, or other clerical financial or record keeping activities.

NOTE:

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

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

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

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:	Monroe County Department of Human Services 111 Westfall Road - Human Resources Rm:752B Rochester, NY 14620
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Posting Date: August 2, 2013

Posting Deadline: August 16, 2013

*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) candidates on the examination list in order to be eligible for permanent appointment.