

Sullivan County Department of Family Services is seeking to fill the following position:

Fiscal Administrative Officer – This position involves responsibility for developing and overseeing the accounting, auditing and fiscal policies and procedures for a large administrative unit or department of the county government. Duties will also involve assisting the department's chief executive officer in carrying out some of the administrative details of the agency. Employees in this class will perform substantial accounting, auditing, budget maintenance and fiscal related duties requiring a good knowledge of generally accepted accounting principles. The work for this position is performed under direction of the Commissioner of Management and Budget or designee, with wide leeway for carrying out the duties of the position with respect to fiscal responsibilities. Day to day supervision will be exercised by the Commissioner of Health and Family Services or designee. Supervision is exercised over agency staff involved in fiscal operations.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree or higher in public administration, business administration, accounting or a related field, and two years of experience involving the maintenance of a double entry accounting system, including the preparation and analysis of financial and annual reports; or

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public administration, business administration, accounting or a related field, and four years of experience as described in (A) above.

Note: Medicare and Medicaid experience preferred.

Position is a competitive class position which is subject to civil service examination.

Annual Salary: \$60,000.00

Submit application and resume to Sullivan County Personnel Department, 100 North Street, Monticello, NY 12701; or

Apply online: www.sullivanny.us

EEO/AA EMPLOYER

M/F/D/V