

The **Sullivan County Department of Social 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 C ounty 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. Work is performed under direction of the agency's Commissioner of Management and Budget or designee, unless said employee works in the office of an elected official, with wide leeway for carrying out the duties of the position. 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 (2) 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 (4) years of experience as described in (A) above.

**Salary commensurate with experience.**

**To Apply for this Position, visit:** <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service examination.

**EEO/AA Employer**

**M/F/D/V**