

The **Sullivan County Department of Social Services** is seeking to fill the following position:

SENIOR FISCAL ADMINISTRATIVE OFFICER

This position involves responsibility for overseeing County fiscal personnel in either a division or across divisions. Duties will include the development and maintenance of proper internal controls for payables and receivables, including the implementation of procedures for the collection of receivables. Additional duties may include assisting in the preparation of the County budget, maintenance of a record of budget appropriations and preparation of federal, state and other claims for reimbursement. 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 leeway for independently performing the duties of the position and supervising and training subordinates.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Business Administration, Public Administration, Accounting or a related field and three (3) years of experience in performing accounting activities, including the preparation and maintenance of financial reports and budgets; or
- (B) Graduation from a regionally accredited college or university accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Business Administration, Public Administration, Accounting or a related field and five (5) years of experience as indicated in (A) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Salary: \$80,323.00-\$95,814.00 commensurate with experience.

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

This is a competitive position subject to Civil Service examination.

Applications will be accepted until the position is filled.

EEO/AA Employer

M/F/D/V