

The **Sullivan County Office of Management and Budget** 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.

**Salary 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**

**For Promotional Only (Sullivan County Employees):**

Candidates must have twenty-four (24) months of current permanent competitive class status as a Fiscal Administrative Officer or Senior Accountant in any Sullivan County Department. Persons who will meet the minimum qualifications within six (6) months of the exam date may participate in this exam, but will not be certified for appointment until they meet the minimum qualifications.