

The **Sullivan County Office of Management and Budget** is seeking to fill the following position:

SENIOR ACCOUNTANT

This position involves the performance of accounting, auditing, budgeting, development and maintenance of proper internal controls for payables and receivables and related record keeping duties, including the preparation of the budget and accounting records for the annual audit. The incumbent also is responsible for preparing various annual financial reports and supporting schedules and exhibits. This position will assist in establishing objectives, policies and procedures pertaining to account keeping, bookkeeping and other duties and functions of the department or various Sullivan County Jurisdictions. Duties are performed under the general direction of the Department Head or the Town/Village Board or Town Supervisor, whichever is applicable, with considerable leeway for carrying out job responsibilities within established policies and procedures. Supervision may be exercised over subordinate fiscal support staff.

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 Business Administration, Public Administration, Accounting or a related field and four (4) years of experience in performing accounting activities, including the preparation and maintenance of financial reports and budgets and maintenance of a double entry accounting system; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Public Administration, Accounting or a related field and six (6) years of experience as described in (A) above.

SALARY: \$70,000.00

MUST APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>

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

Applications accepted until position is filled.

EEO/AA Employer

M/F/D/V