



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **DSS FISCAL MANAGER**
(Provisional * Appointment)

SALARY: \$31.58/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Department of Social Services, Elizabethtown

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 35 Hour work weeks (Monday-Friday).

JOB SUMMARY: The work involves responsibility for overseeing, coordinating and has charge of the accounting and fiscal management functions of Essex County's Department of Social Services. These duties involve responsibility for the performance of moderately complex, professional accounting and related fiscal administrative tasks in development, examination, review, or analysis activities related to fiscal management of DSS funds and expenditures. The work is performed under administrative direction of the Commissioner or Director of Administrative Services. The work entails responsibility for independently maintaining all DSS accounts in proper balance and for furnishing periodic financial statements. Supervision is exercised over the work of subordinate clerical employees engaged in account keeping and financial administration activities. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Bachelor's degree in accounting, business administration, economics, or other directly related field specifically structured to prepare individuals for work involving accounting, auditing, budgeting, and other fiscal related responsibilities, (such degrees must include or be supplemented by 18 semester credit hours in accounting) AND two (2) full-time paid years of accounting or auditing experience which must have been involved in the use of double entry books including the general ledger or other governmental agency books involving appropriation accounting and the preparation of budget and financial reports, one (1) year of which must have been in a supervisory capacity; or
- (b) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered two-year college including and/or supplemented by 18 semester credit hours in accounting and four (4) years of experience as defined in (a), one (1) year of which must have been in a supervisory capacity; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

NOTE: At least one (1) year of experience as defined in (a) is required as well as at least one (1) year of supervisory experience. In addition, at least two (2) years of post-high school educational training as defined in (a) is required; experience beyond three (3) years cannot be substituted for this required two (2) years of training.

Note: Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Residency Requirement: There is no residency requirement.

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: March 29th, 2024

Application Deadline: April 8th, 2024

*The term *provisional* means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.



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