

St. Lawrence County Government  
Position Advertisement Form

St. Lawrence County Community Services/Probation is in search of:

**FISCAL OFFICER**

Salary: \$40,453 with excellent benefits.

This position involves responsibility for planning, implementing and monitoring accounting and fiscal management functions in a medium to large size department or agency. The work includes analyzing and monitoring program funds, grants and expenditures, developing accounting systems, furnishing periodic financial reports and overseeing account keeping activities. The work is performed under the general supervision of higher level administrative staff with leeway allowed for the use of independent judgment in carrying out details of the work. Supervision is exercised over the work of subordinate employees engaged in account keeping activities. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Accounting, Business Administration or a closely related field; **OR**
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration or a closely related field and one (1) year of full time, paid experience in accounting or finance which shall have involved the maintenance or auditing of double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports; **OR**
- C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business Administration or a closely related field and three (3) years of full time, paid experience as described in (B) above; **OR**
- D) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and five (5) years of full time, paid experience as described in (B) above.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications accepted until position has been filled. Send application/resume to:

St. Lawrence County Human Resources Office  
48 Court Street  
Canton, NY 13617

Applications can be obtained from the county's website, [www.slcpersonnel.org](http://www.slcpersonnel.org) or by contacting the Human Resources Office at (315)379-2210.

**AA/EEO**

Posted: 07/31/18