

St. Lawrence County Government  
Position Advertisement Form

St. Lawrence County Community Services is in search of:

**ADMINISTRATIVE SERVICES MANAGER**

**Salary:** \$57,960 with excellent benefits as described below

**Benefits:** Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

This position is responsible for the financial management of a County Department including accounting, claims preparation, auditing, and other related fiscal functions. Responsibilities also include managing computer applications used within the Department; ensuring compliance with Federal, State regulations as well as grant funding sources; supervision and management of subordinate staff. The work is performed under the administrative direction of the Department Head with leeway allowed for the use of independent judgment in carrying out work activities. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- (A) 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 which shall have included 12 semester credit hours in accounting AND two (2) years of full time automated, full ledger accounting or auditing experience which shall have included implementing and administering the day to day operations of financial or billing applications in a large scale work environment including one (1) year of full time, supervisory experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Accounting, Business Administration or a closely related field which shall have included 12 semester credit hours in accounting AND four (4) years of full time automated, full ledger accounting or auditing experience which shall have included implementing and administering the day to day operations of financial or billing applications in a large scale work environment including one (1) year of full time, supervisory experience.

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.hr.stlawco.org](http://www.hr.stlawco.org) or by contacting the Human Resources Office at (315)379-2210. **AA/EEO.**

10/28/2020