

# **NOTICE OF VACANCY**

**DEPARTMENT:** Oneida County Department of Social Services

**TITLE:** Accounting Supervisor

**GRADE/SALARY:** 21W- \$25,371 plus Excellent Benefits

**DISTINGUISHING FEATURES OF THE CLASS:** The work of this class involves responsibility for independently directing a number of persons performing accounting operations, record keeping, auditing and related tasks, requiring planning, organizing, systematizing and supervision. The work also involves independent formulating of accounting procedures and participation in formulation of accounting and fiscal policy of the agency. The work is performed under the administrative direction of the Director or Commissioner of the assigned department. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in accounting, business administration, financial administration, economics, or a closely related field including or supplemented by eighteen (18) credit hours in accounting, **AND** two (2) years of full-time experience in accounting; one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree as noted in (A) above, including or supplemented by eighteen (18) credit hours in accounting, **AND** four (4) years of full-time experience in accounting; one (1) year of which shall have been in a supervisory capacity; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of full-time experience in accounting; one (1) year of which shall have been in a supervisory capacity.

**NOTE:** Thirty (30) graduate credit hours in accounting or business management or a closely related field may be substituted for one (1) year of the required non-supervisory experience.

**MAIL APPLICATION TO:** Oneida County Department of Social Services  
Lucille Soldato, Commissioner  
800 Park Ave  
Utica, NY 13501

**APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY:** 04/30/09

Applications may be picked up in the Department of Personnel – 3<sup>rd</sup> Floor of the Oneida County Building or downloaded and printed from our web site at **www.ocgov.net**, (click on Oneida County Department of Personnel). You may also call (315) 798-5726 and request an application be mailed to you.

**\*\*Oneida County is an equal opportunity employer\*\***