

# Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

☎ 607 687 8494 📠 607 223 7074 🌐 [www.TiogaCountyNY.com](http://www.TiogaCountyNY.com)

Bethany O'Rourke Personnel Officer

## NOTICE OF VACANCY ACCOUNTANT

**Date of Issue: 06/10/2019.** This position involves the responsibility for maintaining the accounting records and transactions of a governmental agency according to established accounting procedures and practices. The incumbent oversees financial transactions, prepares reports and fiscal analyses. The work is distinguished from positions in the Account Clerk series by reason of its complexity and the need to employ technical accounting skills and professional judgment. Work is performed under direct supervision of the Chief Accountant. Does related work as required.

The title of Accountant is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2020.** Pending a criminal background check\*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

**Status:** Provisional  
**Work Hours:** Full time, days; 35-hour work week  
**Salary:** \$39,529 – 49,529 (2019; Non-union); benefit package available including: health insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Treasurer's Office

**Minimum Qualifications Either:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Finance, Business Administration or closely related field; **OR**
- (b) Graduation from a regionally accredited or New York state registered college or university with an Associate's degree in Accounting, Finance or Business Administration and two (2) years full-time paid experience (or it's part-time equivalent) in accounting or auditing experience of a business involving the maintenance of double-entry books; **OR**
- (c) Graduation from high school or possession of a general equivalency diploma and four (4) years of full- time paid experience (or it's part-time equivalent) as described in (b) above.

**Apply to:**

Tioga County Department of Personnel & Civil Service: [www.tiogacountyny.com](http://www.tiogacountyny.com)

To down load application: <https://www.tiogacountyny.com/media/2134/application2016january.pdf>

**Apply by: Applications will be accepted until position filled.**

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.