Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: ASSOCIATE ACCOUNTANT
(Provisional* Appointment)

SALARY: $80,837 - $111,898 annually

LOCATION: Monroe County Department of Finance
Controller's Office

JOB SUMMARY:
This is a senior level professional accounting position responsible for planning, developing, and participating in accounting procedures, supervising staff in one functional unit of a department to which assigned, and/or performing specific high-level accounting functions such as project accounting. Employees perform the more complex and responsible accounting functions of the unit. This title is distinguished from Principal Accountant in that supervising more than one functional unit is not performed. The employee reports directly to, and works under the general supervision of a Controller or other higher level staff member, with wide latitude allowed in the exercise of independent judgment regarding internal procedures, priorities and the resolution of accounting problems. General supervision may be exercised over an accounting and clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an equivalency diploma PLUS either:

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's in Accounting, plus two (2) years paid full-time or its part-time equivalent professional** experience in auditing or accounting; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, plus three (3) years paid full-time or its part-time equivalent professional** experience in auditing or accounting; OR,

(C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Economics, Finance, or Business Administration including a minimum of twelve (12) college semester credit hours in accounting courses***, plus three (3) years paid full-time or its part-time equivalent professional experience as defined in (A) above; OR,

(D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Economics, Finance, or Business Administration including a minimum of eighteen (18) college semester credit hours in accounting courses***, PLUS four (4) years paid full-time or its part-time equivalent professional experience as defined in (A) above; OR,

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MINIMUM QUALIFICATIONS CONTINUED:

(E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

**Professional experience in auditing or accounting, for the purposes of these minimum qualifications, shall not include account keeping, bookkeeping or other clerical financial or record keeping activities.

***Relevant college semester credit hours shall include no more than three (3) credit hours received for internships.

NOTE: Candidates who meet the minimum qualifications under (C) and (D) above must submit, at the time of application, a student or official copy of a college transcript or itemized list of course work and credits received.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Residency is not required for this role. Candidate within Monroe County will be given preference

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: November 18, 2026

Posting Deadline: Until filled

*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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