



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** AVIATION FINANCE ADMINISTRATOR (Provisional\* Appointment)

**SALARY:** \$71,756 - \$92,414 annually

**LOCATION:** Monroe County Greater Rochester International Airport

### **JOB SUMMARY:**

This position is the highest level financial position at the Monroe County Department of Aviation and is located at the Greater Rochester International Airport. Responsibilities involve administering all accounting, budgeting and financial reporting for the Department of Aviation and the Monroe County Airport Authority. Overseeing contracted internal auditors, being instrumental in the completion of the Capital Improvement Program budget process, supervising support staff that is responsible for accounts payable, accounts receivable and contract compliance, and acting as the Assistant Treasurer of the Monroe County Airport Authority are also responsibilities of this position. General supervision is exercised over a professional and clerical staff. The employee reports directly to, and works under the general supervision of the Director of Aviation. Performs related work as required.

### **PROPOSED MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting or Finance or a closely related field, plus six (6) years paid full-time or its part-time equivalent experience in managerial accounting or municipal fund accounting responsible for the final preparation of financial statements, footnotes, and comprehensive financial analysis which must have included the development and use of an automated accounting system, three (3) years of which must have involved the supervision of professional accounting personnel; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Accounting or Finance or a closely related field, plus five (5) years paid full-time or its part-time equivalent experience as described in (A) above, three (3) years of which must have involved the supervision of professional accounting personnel; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. 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.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**ADDITIONAL INFORMATION:**

Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment requirements of Title 49 of the Code of Federal Regulations (CFR), Part 1542, prior to appointment.

**Send Civil Service Application to:**

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

**Posting Date:** October 23, 2013

**Posting Deadline:** December 6, 2013

\*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.