



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** ASSOCIATE ACCOUNTANT (Provisional\* Appointment)

**SALARY:** \$44,261 - \$56,860 annually

**LOCATION:** Monroe County Department of Finance

### **PROPOSED JOB SUMMARY:**

This is a senior level professional accounting position responsible for accounting which includes the creation, modification and/or implementation of new or existing accounting procedures related to fund accounting and the generation of complete financial statements. Employees perform the more complex accounting operations of the unit. Work may involve use of an automated or manual accounting system. The employee reports directly to and works under the general supervision of a higher level staff member with considerable exercise of independent judgment, but in accordance with outlined objectives, policies and procedures. Does related work as required.

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

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's or Bachelor's degree in Accounting, PLUS three (3) years of 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 Economics, Finance or Business Administration that included a minimum of twenty four (24) semester credit hours in accounting\*\*\*, PLUS four (4) years of professional\*\* experience as defined in (A) above.
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*\*Professional experience in auditing or accounting shall not include account keeping, bookkeeping, or other clerical financial or record keeping activities.

\*\*\*Relevant credit hours shall include no more than three (3) hours for internship.

### **NOTE:**

Candidates who meet the minimum qualifications under (B) must submit a student copy of their transcript.

### **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.

**Send Civil Service Application to:**

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

**Posting Date:** September 4, 2015

**Posting Deadline:** September 25, 2015

\*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.