Department of Human Resources & Civil Service

Job Announcement

Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **ASSISTANT SUPERVISOR OF CLAIMS AND ACCOUNTS** (Provisional* Appointment)

SALARY: $33,521 - $43,050 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is a technical position in the Department of Finance responsible for supervising the payment of claims and accounts in both administrative and service areas with an emphasis on functions pertaining to the Department of Human Services and Department of Public Health. Work involves auditing claims for the generation of various statistical reports and records. The employee reports directly to, and works under the general supervision of a Senior Assistant Supervisor of Claims and Accounts or other higher-level staff member. General supervision is exercised over a staff of clerical and accounting personnel. 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 degree in one of the following fields: accounting, finance, economics, public administration or business administration; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields stated in (A) above, plus one (1) year paid full-time or its part-time equivalent experience in accounting, auditing, financial record keeping, or processing claims or vouchers for payment; OR,

(C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields stated in (A) above, plus three (3) years paid full-time or its part-time equivalent experience as stated in (B) above; OR,

(D) Five (5) years paid full-time or its part-time equivalent experience as stated in (B) above; OR,

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

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer

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.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B
ROCHESTER, NY 14620

Posting Date: October 21, 2016

Posting Deadline: November 4 , 2016

*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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