



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea Guzzetta
Director

**TITLE: HUMAN SERVICES FINANCE ADMINISTRATOR
(Provisional* Appointment)**

SALARY: \$80,786 - \$111,827 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is a business and financial management position at the Monroe County Department of Human Services responsible for administering an annual operating budget. Duties involve administering budget development and forecasting, purchasing, revenue projection, financial accountability and reporting, contact compliance, accounting and evaluation, and recommending opportunities to improve the financial stability of the Department. The position works closely with Monroe County's Director of Finance and Chief Financial Officer, and Controller. The employee reports directly to and works under the general supervision of the Commissioner of Human Services, or other higher-level staff member. General supervision is exercised over a professional 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 degree that includes successful completion of a minimum of eighteen (18) semester credit hours in accounting plus five (5) years paid full-time or its part-time equivalent experience in managerial accounting, municipal fund accounting, or budget management; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree that includes successful completion of a minimum of eighteen (18) semester credit hours in accounting plus seven (7) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE:

Candidates must submit, at the time of application, an official or student copy of a college transcript or an itemized list of course work and credits received.

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.

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: January 14, 2022

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.