



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

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

**SALARY:** \$64,671 - \$83,245 annually

**LOCATION:** Monroe County Department of Finance

### **JOB SUMMARY:**

This is a managerial level professional accounting position responsible for planning and directing the activities of two or more functional sections of the department to which assigned. Employees perform the more complex and responsible accounting functions of the units. The work is performed using an automated or manual accounting system. The employee reports directly to and works under the general supervision of a higher level staff member with wide latitude allowed for the setting of priorities, work schedules, and for developing internal procedures. General supervision is exercised over an accounting and clerical staff. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

EITHER:

- (A) Graduation from a regionally accredited or New York State recognized college or university with a Master's or Bachelor's degree in Accounting, PLUS five (5) years paid full-time or its part-time professional\*\* experience in auditing or accounting, two (2) years of which shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in Economics, Finance or Business Administration that included a minor, or a minimum of fifteen (15) semester credit hours in accounting, PLUS six (6) years of professional\*\* experience as defined in (A) above, two (2) of which shall have been in a supervisory capacity; OR,
- (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.

**NOTE:** Candidates who meet the minimum qualifications under (B) must submit a student copy of their transcript or itemized list of course work and credits received at time of application.

### **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 RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** January 11, 2019

**Posting Deadline:** February 8, 2019

\*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.