Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: SENIOR ACCOUNTANT
(Provisional* Appointment)

SALARY: $64,471 - $86,440 annually

LOCATION: Monroe County Sheriff's Department
130 S. Plymouth Ave

JOB SUMMARY:
This is a senior level professional accounting position responsible for design, modification and/or implementation of new or existing accounting procedures and business office systems. Duties include performing the more complex accounting operations of a unit. This position is distinguished from Associate Accountant in that planning and developing accounting procedures and supervising a functional unit are not performed. The employee reports directly to and works under the general supervision of an Associate Accountant or other higher-level staff member with latitude allowed in the exercise of independent judgment. General supervision may be exercised over Accountants, Junior Accountants and clerical employees. 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 or Bachelor's degree in Accounting PLUS two (2) years 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 includes a minimum of fifteen (15) semester credit hours in accounting, PLUS three (3) years paid full-time or its part-time equivalent professional** experience as defined in (A) above; OR,

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

**Professional experience in auditing or accounting, for the purposes of these minimum qualifications, does not include account keeping, bookkeeping, or other clerical financial or record keeping activities.

SPECIAL REQUIREMENTS:
This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

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

SPECIAL REQUIREMENTS:
Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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.

ADDITIONAL INFORMATION:
Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:
There is no residency requirement for this position. Preference may be given to Monroe County residents

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: August 18, 2026

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.

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