



NIAGARA COUNTY JOB POSTING

DATE POSTED: 8/15/2024

DEADLINE: 9/6/2024

POSITION TITLE/ #: ACCOUNTANT #98 (HELP PROGRAM PENDING NYSCSC APPROVAL)

POSITION CLASS: Non-competitive

PAY RATE: \$37.02 - \$42.78

WEEKLY HOURS: 35

DEPARTMENT/DIVISION: TREASURER

WORK LOCATION: Philo J. Brooks Co. Office Bldg., 1st Floor, 59 Park Ave., Lockport, NY 14094-2740

POSTINGS FOR CURRENT EMPLOYEES:

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or civilservice@niagaracounty.com.

STATUS FOR CURRENT EMPLOYEES: Permanent

Submit letter of interest and resume to:

NAME: Kyle R. Andrews

ADDRESS: Niagara County Treasurer's Office, 59 Park Avenue, Lockport, NY 14094

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: Provisional/Permanent - This title will be included in the NYS Help Program and is pending NYSCSC approval. Information on HELP can be found here: <https://www.niagaracounty.com/employment/#outer-1641>

DESCRIPTION: For a complete job description and minimum requirements please visit: https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

Incumbents in this highly responsible position direct and participate in the accounting control procedures for the department and/or district budget. Incumbents may supervise the preparation of annual reports and department/district budgets. General supervision is exercised over personnel performing accounting functions. Works under the general supervision of an administrator of higher rank. Does related work as required.

MINIMUM QUALIFICATIONS: 1. Graduation with a Bachelor's Degree in accounting and two (2) years of satisfactory full-time paid accounting experience involving the maintenance of general books of account and preparation of financial statements; OR

2. Graduation with an Associate's degree in accounting and four (4) years of satisfactory full-time paid accounting experience as detailed above, six (6) months of which must have been in governmental accounting.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

Apply electronically at: <https://niagara-portal.mycivilservice.com/> or submit paper applications to: Niagara County Human Resources, 111 Main Street – Suite G2, Lockport, NY 14094

Applications, Job Specifications, Job Postings & Exam Announcements can be found here:

<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

Form Revised 4/4/2023