

ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES
VACANCY NOTICE
ACCOUNTANT*

LOCATION: 95 Franklin St.

SALARY RANGE: \$36,712 - \$48,252

(Starting Salary for candidates that are not current Erie County employees is \$36,712)

The work involves responsibility for verifying the accounts of County departments and outside agencies. The incumbent maintains general ledgers and journals and other general books of account. In some departments, the incumbent supervises a clerical staff and under direction of a higher level administrator, is in charge of business office function, such as financial reports, budgeting, supply and purchasing.

*Please note that this position is a competitive civil service title and requires that you take a civil service examination in the future. After the exam, selection for permanent appointment(s) will be made from reachable candidate(s) on the eligible list according to the NYS Civil Service Rule of Three.

Must meet the following qualifications:

Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in Business Administration or related field, including or supplemented by twenty-four (24) semester credit hours in accounting and one (1) year of accounting* and/or auditing** experience.

NOTE 1: Graduation from a regionally accredited or New York State registered four (4) year college or university with a Master's Degree in Business or Public Administration, Accounting, Finance, Economics, or other closely related field may be substituted for the required (1) year of accounting* or auditing** experience.

NOTE 2: Examples of acceptable accounting experience would be junior accountant, full-charge bookkeeper***and similar positions. Examples of unacceptable experience are: account-clerical experience and experience limited to posting, maintaining, examining or preparing one or more of the following: voucher register, sales register, cashbook, insurance register, accounts receivable ledger, accounts payable ledger, any other special journal or subsidiary ledger, or experience preparing income tax returns.

NOTE 3: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirement.

* *ACCOUNTING* - Recording, classifying, verifying, reporting and analysis of financial data.

** *AUDITING* - Confirmation and documenting the veracity of data.

*** *BOOKKEEPER* - responsible for a full set of financial records, including General Ledger and all subsidiaries.

TYPICAL WORK ACTIVITIES:

Maintenance of general books according to established account classifications, including general ledgers and journals;

Studies business and accounting procedures and recommends changes;

Balances accounts and ledgers;

Compiles data, prepares and submits periodic reports of the conditions of various accounts;

Examines formally to verify accounts, both internally and those of outside agencies;

Reviews grant award and audits the claim of grants;

Determines depreciation rates on equipment;

Advises subordinate and administrative personnel in accounting and record keeping procedures;

Prepares financial and statistical reports;

Sets-up and supervises the maintenance of property accounting systems;

Assists in the preparation of budgets;

May supervise clerical staff in business office performing duties relating to processing supply requests, ordering equipment and supplies, budget and financial record keeping, payments and requisitions.

If interested and meet the above qualifications, please forward resume to:

Ms. Roseann Nagel, Management & Organizational Consultant

95 Franklin Street, Room 1280, Buffalo, NY 14202 or

you may email your resume to Roseann.Nagel@erie.gov

This notice will be posted for the period June 15, 2015 through and including June 29, 2015.