



**ACCOUNTING TECHNICIAN II
GRADE 11
ORANGE COUNTY DEPARTMENT OF FINANCE**

Steven M. Neuhaus
County Executive

The Orange County Department of Finance is now accepting applications to fill the position of Accounting Technician II. The nature of the appointment is provisional pending outcome of Civil Service exam. Civil Service Exam is required for permanent appointment (exam date to be announced at a later date).

The work involves responsibility for the administration and maintenance of all special accounting systems. Position will oversee and participate in the maintenance of accounts for capital projects and other special accounts utilizing a modified accrual system of accounting where required. In addition, the position will assist in the preparation of the annual budget and financial reports and will be assigned various administrative fiscal functions on an as-need basis. The work is carried out in accordance with established procedures and involves the application of accounting techniques in order to comply with New York State's Uniform System of Accounts for counties. Work is performed under the general supervision of the Senior Accountant with leeway for independent judgment in routine matters. Supervision is not a feature of this class. Does related work as required.

MINIMUM QUALIFICATIONS: *Either:*

- (A) Associate's Degree in Accounting, Business Administration, or related field including or supplemented by 18 semester credit hours in accounting and two (2) years of paid experience in maintaining or auditing double entry books of a business, including the general ledger or maintaining governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid experience as described in (A) above.

NOTE: Two (2) years of experience is required and additional education beyond Associate's Degree level cannot be substituted for this experience.

Note: Your degree or credits 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. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

PROMOTIONAL QUALIFICATIONS:

Candidates must be permanently employed in the competitive class (or allocated to the non-competitive class in accordance with Section 55A of Civil Service Law) in the Department of Finance and must have served continuously on a permanent basis for one (1) year in the title of Accounting Technician I, or three (3) years in the title of Principal Account Clerk.

CIVIL SERVICE EXAMINATION IS A REQUIREMENT FOR PERMANENT APPOINTMENT

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION. COSTS RELATED TO SUCH INVESTIGATION SHALL BE BORNE BY THE APPLICANT.

SALARY: County Employees - As per CSEA contract for Grade 11
New Employee Grade 11 Step 02, \$28.4031 per hour; \$59,078.45 annually (40-hour workweek)

SEND APPLICATIONS BY SEPTEMBER 13, 2024, TO:

COMMISSIONER'S OFFICE
ORANGE COUNTY DEPARTMENT OF FINANCE
255 MAIN STREET
GOSHEN, NEW YORK 10924

Employment applications can be downloaded from Orange County's website. Please visit
www.orangecountygov.com and follow the link to the Department of Human Resources page.

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www.orangecountygov.com

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