



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716)938-2759

John R. Searles, Personnel Officer

Kristine M. Phinney, Deputy Personnel Officer

SENIOR ACCOUNTANT (Provisional Appointment)

INFORMATIONAL POSTING

Supervisory Unit

VACANCY: Department of Social Services

1 Leo Moss Drive, Suite 6010

Olean, NY 14760

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Senior Accountant (Provisional Appointment)	1	Grade 26 - \$31.24 - \$34.89 per hour (2021 rate)

*Permanent appointment requires successful completion, and placement, thru the Civil Service examination process.

The work involves maintaining, examining, analyzing and interpreting accounting records for the purpose of providing advice and preparing financial reports and statements. The work is performed under general supervision with considerable leeway permitted in the exercise of independent technical judgement. This position differs from that of Accountant by virtue of its expanded scope, level of responsibility and the scope of its contacts. Supervision may be exercised over the work of subordinate employees. A Senior Accountant does related work as required.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by eighteen (18) semester credit hours in accounting or business administration, and two (2) years of accounting or auditing experience which shall have involved developing and providing financial statements and reports

concerning the assets, liabilities, and operating results of a business. A Master's degree in Business Administration with a concentration in accounting or finance may be substituted for the two (2) years of required experience;

OR

2. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree including or supplemented by eighteen (18) semester credit hours in accounting or business administration, and four (4) years of accounting or auditing experience which shall have involved developing and providing financial statements and reports concerning the assets, liabilities, and operating results of a business.

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on August 04, 2021 to:

Cattaraugus County Civil Service
303 Court Street
Little Valley, NY 14755

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com> .

Cattaraugus County - an Equal Opportunity Employer

Issued: July 21, 2021