



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Treasurer's Office

Job Title: Accounting Manager **PROMOTIONAL**

Salary Range: \$68,722 – \$87,979* (*Based on years of service employed with Saratoga County)

Work Location: 6012 County Farm Road, Ballston Spa, NY 12020

Classification: Competitive (**Exam required**)

The Saratoga County Treasurer's Office has a promotional opportunity for a full-time Accounting Manager. The successful candidate should have considerable knowledge of complex accounting and financial reporting functions in a municipal setting with the ability to direct and lead subordinate staff relative to finance duties.

Job Description

This position is primarily responsible for the maintenance of a majority of accounts and financial records. Responsibilities include performance of a variety of complex accounting and reporting functions within the Treasurer's Office. The work is performed under the general direction of the Treasurer and Deputy Treasurer, with considerable leeway allowed for the exercise of technical judgment, with secondary approval required for established policy and procedure. Direction and supervision may be provided to subordinate clerical staff as it relates to accounting and finance duties. Does related work as required.

Minimum Qualifications...

Must be presently employed in a full-time permanent status in the Saratoga County Treasurer's Office serving continuously for at least five (5) years with at least two (2) years serving in a role requiring oversight of financial and accounting operations which included supervision of subordinate staff.

Typical Work Activities (*Illustrative)

- Assists in monthly disbursements and reporting of NYS Sales Tax;
- Assists in the oversight of computerized accounting and auditing systems, making recommendations to ensure complete and accurate transaction records;
- Prepares monthly and annual reports as required by federal and state regulators, auditors and authorities;
- Assists in cash flow analysis, monitoring the County's cash position, including sales, property, federal and state aid revenues;
- Responsible for oversight of the County's revenue, certificates of residency and occupancy tax;
- Makes recommendations regarding policy and procedure as it relates to the efficient performance and maintenance of County's accounting function;
- Prepares journal entries necessary for accurate financial reporting;
- Initiates necessary transfer of monies to cover expenditures;
- Performs related tasks as necessary.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

To Apply (PREFERRED METHOD - via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted through date noted or until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.