



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Social Services

Job Title: ACCOUNTING SUPERVISOR (HELP's Program)

Salary Range: \$66,737 - \$85,366* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 152 West High Street, Ballston Spa, NY 12020

Classification: Non-Competitive HELPs (Exam requirements temporarily waived)

Job Description

This position is responsible for the maintenance and oversight of a majority of the daily financial and accounting operations within a designated department or agency of Saratoga County. Work is performed under the general direction of the department Director or other high-level finance or administrative staff, with considerable leeway allowed for the exercise of independent technical judgment in completing established procedural duties and requirements. Supervision is exercised over subordinate clerical staff engaged in account keeping and financial activities. Does related work as required.

Minimum Qualifications (at least)

- A) Possession of a Bachelor's Degree in Accounting, Business Finance, or closely related field, and at least one (1) year of full-time paid experience managing and maintaining complex financial accounts and budgets, which included supervisory responsibilities; **OR**
- B) Possession of an Associate's Degree in Accounting, Business Finance, or a closely related field and three (3) years of progressively responsible full-time paid experience in managing and maintaining complex financial accounts and budgets, one (1) year of which must have been in a supervisory capacity.

Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was 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.)

Typical Work Activities (*Illustrative)

- Responsible for journal entries for receivables, revenue accruals, state aid vouchers, departmental journal vouchers and other miscellaneous entries necessary for accurate financial reporting;
- Classifies all daily revenue receipts ensuring accuracy for accurate financial reporting;
- Administration of an applicable agency trust accounts including deposits, disbursements or opening and closing accounts as required;



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- Responsible for cash balance of checking accounts and initiating transfer of monies between funds as necessary to cover expenditures, garnering secondary approvals as required;
- Charge back any erroneous or uncollectible funds to the proper authorities;
- Reconcile financial accounts of applicable department, agency, town, village or school district, making necessary adjustments;
- Generate correspondence with applicable agencies notifying and explaining any differences in account settlements;
- Reconciles and maintains accuracy and all aspects of department accounts and projects;
- Per Board resolution(s) computes necessary budget adjustments and updates electronic accounts with appropriate account deletions or input on the master file;
- Completes, monthly, quarterly, and annual reports as required under State and Federal regulation(s) and as needed and/or requested by appropriate financial and administrative staff;
- Supervises and evaluates the work and performance of clerical staff engage in account keeping and financial activities of the department or agency;
- Performs related duties 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 above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (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 the date posted or until the flyer has been removed.

**** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through June of 2028 ****

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.