

CAREER OPPORTUNITY



COLUMBIA COUNTY, NEW YORK ACCOUNTING & AUDITING SPECIALIST

Accounting & Auditing Specialist—Competitive Civil Service

Posting Date July 8, 2022

Scenic Columbia County New York

is seeking a qualified professional with strong analysis and evaluation skills to join the Controller's Office with reconciliation of cash accounts and internal and external audits of municipal functions.

This position requires working knowledge of accounting principles and terminology, excellent Microsoft office skills, ability to interpret laws, rules and regulations pertaining to the preparation of financial reports, as well as the ability to analyze financial reports, statistics, statements and records, and more!

For more information on the qualifications and features of this career opportunity, please visit our website:

<https://humanresources.columbiacountyny.com/>

This position is a competitive Columbia County Civil Service position, and will be filled Provisionally until a final applicant can be selected from a Certified List of Eligibles. The Provisionally appointed person is required to sign up for the test when it is first offered, and be eligible to be appointed permanently.

This position and test is open to all New York State qualified candidates.

Starting Salary 2021 \$58,986

(2022 Salary in negotiation)

Generous benefits package including:

- ◆ *New York State Retirement Fund*
- ◆ *Capital District Physician's Health Plan (CDPHP) EPO
No Deductible and No Referral Plan*
- ◆ *Low-cost Mail Order Prescriptions*
- ◆ *Dental and Vision Benefits*
- ◆ *Vacation, Sick, Personal, Compensatory and Holiday time off*
- ◆ *NYS Deferred Compensation 457B Plan*
- ◆ *Flexible Spending FSA and More!*

TO APPLY:

Please send a resume and cover letter to:

Jessica McMahon, Director
Accounting & Auditing
401 State Street
Hudson, NY 12534
518-828-8561

Jessica.McMahon@columbiacountyny.com

JOIN OUR TEAM TODAY!



Columbia County is an Equal Opportunity Employer

ACCOUNTING & AUDITING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Director of Accounting & Auditing in the Columbia County Controller's Office, this position is responsible for the reconciliation of all cash accounts. Internal and external audits of municipal functions, and other related work as assigned. While the work is performed under direct supervision, the incumbent is expected to exercise independent judgement following accounting standards and rules.

TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY)

- Reconciles all bank accounts and takes corrective action as necessary, including posting journal entries and recommending policy and/or procedural changes to avoid errors, improve internal controls and minimize risks.
- Conducts internal audits of departmental petty cash, payroll and other internal financial functions. May assist in other accounting duties as assigned, including assistance with developing financial statements, assets, annual budget development and reporting to NYS and other regulating bodies.
- Audit, approval, reconciling and posting of Accounts Payable transactions to ensure payments comply with all County policies.
- Prepares Mass Transportation, Insurance and Fleet Management claims, reports and invoices. Partners to address departmental needs.
- Conducts external audits of Town/Village/City activities as requested by governing body.
- Does other related work as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of accounting principles and terminology; excellent Microsoft office skills, including Microsoft Excel; ability to interpret laws, rules and regulations pertaining to the preparation of financial reports; ability to analyze financial reports, statistics, statements and records; experience utilizing automated accounting systems; ability to establish and maintain professional relationships; ability to follow complex oral and written instructions; resourcefulness in resolving accounting issues.

MINIMUM QUALIFICATIONS: Graduation from

- A) Bachelor's Degree in Business or Public Administration, Accounting, Financial Management, or related field, including or supplemented by a minimum of 24 credits in any combination of accounting, finance, economics and 2 years experience in auditing, municipal budgeting or financial planning or analysis or related field; OR
- B) Associate's Degree in Business or Public Administration, Accounting, Financial Management, or related field, including or supplemented by a minimum of 24 credits in any combination of accounting, finance, economics and 4 years experience in auditing, municipal budgeting or financial planning or analysis or related field; OR
- C) An equivalent combination of education, training and experience as defined in A and B.