

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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VACANCY ANNOUNCEMENT

ACCOUNTANT (HELPS PROGRAM)

(*COUNTY APPLICATION REQUIRED*- Go to: <https://madison-portal.mycivilservice.com/>)

2025 Hire Rate: \$28.55/hr (37.50 hrs/wk).

The Madison County Finance Department seeks a full-time Accountant. This position involves responsibility for performing multiple fund accounting with County departments and funds. This class differs from that of Junior Accountant by virtue of the more complex accounting procedures performed and the increased level of responsibilities. Work is performed under the general supervision of the Department Head with leeway allowed for exercise of independent judgment. An Accountant performs related work as required.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's degree, or higher, in accounting, business administration or closely related field and one (1) year of full-time paid, or its part-time equivalent, experience in multiple fund accounting or financial auditing; or
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid, or its part-time equivalent, experience in multiple fund accounting or financial auditing; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Bookkeeping experience will NOT be credited toward meeting the above qualifications.

NOTE: Degrees 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 was awarded by an educational institution outside of the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.

PROMOTION MINIMUM QUALIFICATIONS: Limited to employees with at least (2) two years of full-time continuous service in the title of Junior Accountant in the Finance and Payroll Department by the date of the written exam.

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