



**DATE:** February 21, 2025

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is a competitive class position.)

**FROM:** Michael Iapoco, Commissioner of Social Services  
1061 Development Court, Kingston, NY 12401

**JOB VACANCY:** Assistant Fiscal Manager / Permanent/Provisional / Full-Time / Benefited

**LOCATION:** Business Resrce Cntr

**SALARY:** \$29.28 / hour (Grade 13)

**FILL DATE:** March 14, 2025

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class has responsibility for the performance of a variety of professional accounting and related fiscal management activities. The work is performed under the general supervision of the Fiscal Manager in accordance with established accounting and auditing policies and procedures. Incumbents appointed to this class may be in charge of one or more segments of the County's Fiscal Management Program, and in addition they may be involved in auditing accounts of sub-grantees for compliance with applicable laws, rules and regulations. Supervision is exercised over the work of a small number of subordinate employees engaged in account-keeping activities. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of methods used in keeping financial accounts and records; good knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques including budgeting and appropriation practices; good knowledge of double entry bookkeeping; working knowledge of modern fiscal terminology, practices and procedures; working knowledge of the principles and practices of supervision; ability to acquire a working knowledge of agency affairs related to fiscal management; ability to prepare complete and accurate financial statements and reports; ability to get along well with others; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Economics, or other related field specifically structured to prepare individuals for work involving accounting, auditing, budgeting and other fiscal related responsibilities, including or supplemented by six (6) semester credit hours in accounting; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business Administration, Economics, or other related field specifically structured to prepare individuals for work involving accounting, auditing, budgeting and other fiscal related responsibilities, including or supplemented by six (6) semester credit hours in accounting and two (2) years of full-time paid post-degree accounting or auditing experience which must have been in maintaining or auditing double entry books of a business, including the general ledger, or in maintaining governmental agency books involving appropriation accounting and the preparation of budget and financial reports; **OR**
- C. An equivalent combination of training and experience as defined by A and B above.

**IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.**

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.