

**DATE:** July 15, 2025

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

**FROM:** Tara McDonald, Commissioner of Mental Health  
368 Broadway, Kingston, NY 12401

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

**LOCATION:** Mental Health Bldg

**SALARY:** \$41.49 / hour (Grade 18)

**FILL DATE:** August 5, 2025



**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for managing highly complex fiscal and accounting functions for a county department. The work is carried out in accordance with professional accounting and fiscal management standards and involves responsibility for the management of departmental fiscal affairs. The class differs from Fiscal Manager by virtue of the higher level of complexity, and responsibility. Work is performed under the general supervision of the department head or designee with leeway allowed for exercising independent judgment in planning and adapting accounting techniques. Supervision is exercised over the work of subordinate employees. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of current financial accounting practices and procedures; good knowledge of electronic data processing as it applies to fiscal management; ability to readily acquire familiarity with laws, regulations, policies and practices as they relate to fiscal operations of the department; good knowledge of the principles and practices of supervision; ability to systematize an effective accounting and reporting system; ability to plan and coordinate the work of others; ability to work effectively on a team; ability to communicate and deal effectively with others; accuracy; initiative; good judgment; 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 related field including or supplemented by eighteen (18) semester credit hours in accounting and three (3) 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**

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 eighteen (18) semester credit hours in accounting and five (5) years of satisfactory, full-time paid post degree experience as described in A above.

**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 Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer a candidate will be required to be fingerprinted accordingly.

**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.