



DATE: February 22, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently open competitive and promotional lists.)

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

JOB VACANCY: Accountant / Permanent/Provisional / Full-Time / Benefited

LOCATION: Mental Health Bldg.

SALARY: \$33.34 / hour (Grade 15)

FILL DATE: March 14, 2024

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has responsibility for the performance of complex accounting duties in an office of Ulster County Government. The work is performed according to general guidelines with a minimum of supervision required. Supervision is exercised over the work of account clerical staff as needed. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern governmental accounting procedures and practices; good knowledge of laws, rules and regulations affecting the operation of an office of county government; good knowledge of appropriation budgeting procedures and practices; working knowledge of the principles and practices of supervision; ability to prepare financial statements and a variety of complex financial reports; ability to communicate and deal effectively with others; thoroughness; dependability; honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree in Accounting or substantially similar field from a regionally accredited or New York State registered college or university including or supplemented by 18 semester credit hours in accounting and one (1) year of full time paid post degree accounting experience.

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.

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.