

**FULTON COUNTY**  
**DEPARTMENT OF SOCIAL SERVICES**  
**ANNOUNCES THE FOLLOWING:**

**ACCOUNTING SUPERVISOR, GRADE B**

**FULTON COUNTY RESIDENCY IS REQUIRED**

This is a permanent vacancy in the Fulton County Department of Social Services.

2025 Annual Salary: \$71,742

Typical Work Activities:

Supervises the maintenance of a variety of accounts reflecting the financial operations of the Social Services Department;

Performs general accounting duties including the maintenance of a general ledger, taking journal entries, advising Commissioner and Deputy Commissioner in regard to appropriate balances and fund transfers, taking trial balances and reconciling and accounts;

Supervises and trains subordinates;

Develops and implements new accounting procedures and systems in order to provide a clear audit trail of financial transactions;

Oversees department payroll operation to ensure accuracy and completeness;

Provides a variety of tax, financial and statistical reports and analysis to comply with state and federal requirements and to provide pertinent information to the Commissioner and Deputy Commissioner as a basis for decision making;

Assists in the organization and preparation of the annual budget, including estimation of revenues and appropriations;

Represents Commissioner in dealings with representatives of other local departments and state and federal agencies on specific problems within scope of responsibility;

Oversees the preparation of purchase orders;

Performs difficult or unusual tasks as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma and either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in business administration, accounting or a closely related field and two years of experience in the field of accounting; one year of which must have been in a supervisory capacity; or

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in business administration, accounting or a closely related field and four years of experience as defined in (A) above; one year of which must have been in a supervisory capacity; or
- (C) Six years of experience as defined in (A) above, one year of which must have been in a supervisory capacity; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

If qualifying by A, B or D (education option), a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

NOTE: Your degree 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 the United States and its territories, you 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>. You must pay the required evaluation fee.

**Applications should be filed with the  
Fulton County Personnel Department  
1 East Montgomery Street  
Johnstown NY 12095  
(518) 736-5574**

**They can be found on our website at [www.fultoncountyny.gov](http://www.fultoncountyny.gov).**