

FULTON COUNTY BUDGET OFFICE
ANNOUNCES THE FOLLOWING:

DEPUTY BUDGET DIRECTOR/COUNTY AUDITOR

FULTON COUNTY RESIDENCY REQUIRED

This is a permanent non-union vacancy in the Fulton County Budget Office.

2025 Annual Salary: \$64,656

Typical Work Activities:

Acts for and in place of the Budget Director/County Auditor in his/her absence by attending meetings, making decisions and providing departmental leadership;

Audits and approves bills, vouchers, invoices, demands for charges paid from county funds or by any county agency or payment for which the county, its officers or agency are responsible;

Prescribes the form of receipts, vouchers, bills or claims to be filed by all agencies of the county;

Records all claims, verifies claims to budget and informs auditor of any problems;

Participates in audits of county departments, contract agencies and programs involving county funds and prepares reports containing a summary of audit findings;

Oversees the budget reporting system used to monitor department budgets, create budgets, produce reports and project expenditures;

Assists County departments in budget preparation and administration and coordinates the preparation of the budget manual;

Plans, organizes and performs budget analysis, reports, projections and expenditure level recommendations;

Ensures the work of the department conforms to local state and federal governmental regulations and other applicable rules and requirements;

Develops methods and procedures for budget analysis and control and assists in development of management policies and guidelines;

Assists with the implementation, evaluation and interpretation of department policies, projects and procedures;

Plans, organizes and assists with the development and preparation of the County's operating and capital budgets, the three year capital improvements program and multi-year operating budget projections according to appropriate legal requirements;

Assists and trains users on financial software, conducts education programs and works with users to solve problems;

Assists in the budgeting and management of the apportionment of Worker's Compensation Insurance and serves as the point of contact to the Third Party Administrator as well as the liaison between the Third Part Administrator and recipients;

Manages and secures historical confidential medical records;

Performs administrative duties by gathering data and reports, planning and publishing fiscal year end schedules, building data files and spreadsheets and assisting with special projects;

Assists the Budget Director/County Auditor with all other related financial matters as requested or directed;

Performs a variety of related office duties, projects and activities as required, including responding to information requests, conducting research, providing information regarding the capital budget and operating budgets, providing solutions to problems and correcting errors;
May provide administrative assistance for the Board of Supervisors office.

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, Finance or a closely related field and one year of responsible public and/or private sector administrative experience in accounting or auditing;
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Accounting, Finance or a closely related field and three years of responsible public and/or private sector administrative experience in accounting or auditing;
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Thirty (30) graduate credit hours in accounting or business management or a closely related field may be substituted for one year of the required experience.

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.

A Civil Service Examination will be held for this position at a later date.

**Applications should be filed with the
Fulton County Budget Office
223 West Main Street
Johnstown NY 12095
(518) 736-5543**

**Examination Announcements and Applications
can be found on our website at www.fultoncountyny.gov.**