



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21
Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Job Opening

Coordinator of Fiscal Operations and Computer Services

Schuyler County Department of Social Services

LAST DATE TO FILE: Applications accepted until position is filled. SALARY: \$74,458 - \$84,128

VACANCY: At the present time, there is an upcoming vacancy for a full-time, 35 hr per week, opening in the Schuyler County Department of Social Services. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

HOW TO APPLY: Interested applicants must submit a Civil Service application to the Schuyler County Civil Service office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. Emailed and faxed applications will be accepted.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application

JOB DESCRIPTION: The work involves responsibility for independently supervising the fiscal operations of the Social Services Department. The incumbent develops policies and procedures for the accounting and data processing units of the Department, monitors expenditures and revenue, and prepares a variety of monthly fiscal and statistical reports. The incumbent also supervises, coordinates, and trains Department staff in a variety of New York State computer systems, as well as local software systems. The incumbent works under the general supervision of the Commissioner of Social Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Commissioner in preparing and modifying the annual budget including reviewing budget requests for conformance to County policies and program direction;

Gathers data and makes recommendations regarding department or agency spending patterns and financial needs;

Assists in the formulations of policies and procedures for the accounting, data processing, and IT systems; Assumes the responsibility of the Department in the absence of the Commissioner and Deputy Commissioner of Social Services;

Reviews all contract documents and budgets and conducts periodic reconciliation of contract payments against awards and against federal and state aide claims;

Provides advice and consultation to management staff on strategic planning, financial projects and in decision-making relating to current and future projects;

Interprets State and Federal bulletins, and develops administrative procedures to implement them in consultation with other members of the Social Services management team;

Assists the Commissioner in analyzing agency organizational needs and contributes to overall program development and formulation including making recommendations on ways to reduce operating costs and ensure maximum efficiency;

Supervises subordinates in accounting and data entry units;

Maintains accurate financial records and completes financial reporting of documents as required for each funding source including preparation of federal and state aid claims and monitoring reimbursement for multiple funding streams;
Directs and supervises the preparation of a variety of financial reports related to the operation of the Department;
Represents the Commissioner of Social Services or designee in dealings with representatives of other local departments and State and Federal agencies within the scope of responsibility;
Develops accounting policies and procedures in compliance with State and Federal regulations;
Participates in the development of annual fiscal report;
Plans, develops, implements, and maintains County's Local Area Network and NY State computer hardware and software systems and solutions for the Department;
Supervises and trains employees in and coordinates the use of a variety of New York State computer systems;
Recommends repair or replacement of computer equipment;
Represents the Department at State agency and County computer planning meetings and attends continuing education training, workshops, and other related meetings regarding new or existing state/federal laws/mandates/programs as well as meeting covering local programs;
Performs other fiscal and administrative duties as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Masters's degree in accounting, economics, or finance, or a closely related field and four years' experience in fund accounting, auditing, municipal budgeting or financial planning and analysis, three years of which must have been supervisory; **or**
- (B) Possession of a Bachelor's degree in accounting, economics, or finance, or a closely related field and six years' experience in fund accounting, auditing, municipal budgeting or financial planning and analysis, four years of which must have been supervisory.

*** CPA (Certified Public Accountant) Designation may be substituted for the master's degree. CMA (Certified Management Accountant) designation may be substituted for one year of general experience as described above.

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.

PROMOTIONAL: Two years of permanent status in the position of Supervisor of Fiscal Operations and Computer Services with the Schuyler County Department of Social Services immediately preceding provisional appointment or exam application.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: March 12, 2026