



Our Future Starts
With *you!*

POSITION: Director of Accounts

DEPARTMENT: Albany County Department for Children, Youth and Families

SALARY : \$109,744

LOCATION: 112 State Street, Albany, NY 12207

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

DESCRIPTION:

This position involves responsibility for overseeing the accounting activities. This employee has administrative responsibility for the preparation of all financial reports involving the Department's operations as well as on reimbursement from State and Federal programs. In addition, has responsibility for the preparation and maintenance of the Department's annual budget. The work is performed under the general direction of the Commissioner and in accordance with the rules and regulations of State and Federal agencies directly concerned with providing services to the needy. The work involves direction over a large staff who is concerned with the maintenance of financial activities. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with a Master's Degree in Accounting, Business Administration or Public Administration and one (1) year of responsible accounting or business management experience or training in a large public or private organization; *OR*,
- B. Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Business Administration or Public Administration and three (3) years of responsible accounting or business management experience or training in a large public or private organization.

Please submit a resume and cover letter with this application.

POINT OF CONTACT FOR INQUIRIES:

Carole Hackett

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