



Our Future Starts
With *you!*

POSITION: Fiscal Officer I (HELPS)

DEPARTMENT: Albany County Department of Human Resources

SALARY: \$63,500-\$69,868

WORK LOCATION & HOURS: 112 State Street, Albany, NY 12207, 8:30A-4:30P, M-F

BENEFITS:

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

DESCRIPTION:

The position oversees fiscal management procedures and activities to ensure complete and accurate financial records; supervises and implements financial transactions of contractors in compliance with federal, state, and local regulations; collaborates with contractors, government agencies, and clients to resolve fiscal and contractual concerns; interprets policies and procedures for subordinate staff; assists in personnel matters and coordinates vendor payments with other agencies as needed; and prepares fiscal and statistical records and reports required by local, state, or federal agencies.

MINIMUM QUALIFICATIONS: *EITHER:*

- A. Graduation from an accredited college or university with at least a Bachelor's degree in Business, Business Administration, Finance, Accounting, Economics or a closely related field and one (1) years of financial management or accounting experience, including but not limited to maintaining financial accounts and records, budget oversight and/or statistical/financial analysis; *OR,*
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of financial management or accounting experience, including but not limited to maintaining financial accounts and records, budget oversight and/or statistical/financial analysis.

Please submit a copy of your resume with this application.

POINT OF CONTACT FOR INQUIRIES:

Galal Cancer—Director of Affirmative Action

affirmativeaction@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

