



Our Future Starts  
With *you!*

**POSITION:** Human Services Finance Specialist

**DEPARTMENT:** Albany County Department of Children, Youth and Families

**SALARY:** \$70,949

**WORK LOCATION:** 112 State Street, Albany, NY 12207

**BENEFITS:**

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

**DESCRIPTION:**

This incumbent reports to and is supervised by the Director of Accounts in a human service-based agency at Albany County. The incumbent will be responsible for financial management of revenue and expenditures related to the daily operations of the agency as well as grant-funded programs and contractual agreements with external agencies. This title differs from the Contract Administrator and Account Clerk III titles through the broad scope of financial management duties performed for the human services agency. The incumbent is responsible for tracking and maintaining financial reports for the agency through strategic lens. Position will compile monthly progress reports and communicate researched findings as it relates to the financial status of the department. Does related work as required.

**MINIMUM QUALIFICATONS: EITHER:**

- A. Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Business Administration or closely related field, and one (1) year of paid experience in budget administration, budget and/or cost analysis, budget research, financial administration or a closely related field; OR,
- B. Graduation from an accredited college or university with an Associate's Degree in Accounting, Business Administration or closely related field and three (3) years of paid experience in budget administration, budget and/or cost analysis, budget research, financial management or a closely related field; OR,
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid experience in budget administration, budget and/or cost analysis, budget research, financial administration or a closely related business field.

**Please submit a resume and cover letter with your application.**

**POINT OF CONTACT FOR INQUIRIES:**

DCYFJobs@albanycountyny.gov

