



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: JUNIOR ACCOUNTANT
(Provisional* Appointment)

SALARY: \$37,447- \$51,308 annually

LOCATION: Monroe County Department of Aviation

HOURS: Monday – Friday (Days)

JOB SUMMARY:

This is an entry-level accounting position responsible for general bookkeeping, reviewing, and posting entries, and preparing standard financial reports. The work is performed according to established accounting procedures and is performed using an automated or manual accounting system. This title is distinguished from Accountant in that work is semi-professional and financial report preparation is not performed. The employee reports directly to and works under the general supervision of a higher-level staff member. General supervision may be exercised over one or more clerical positions. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's or Bachelor's degree in Accounting; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Economics, Finance or Business Administration that included a minimum of fifteen (15) semester credit hours in accounting; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Economics, Finance or Business Administration that included a minimum of fifteen (15) semester credit hours in accounting plus one (1) year of full-time or its part-time equivalent paid experience in accounting, auditing or bookkeeping; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Candidates who meet the minimum qualifications under (B) or (C) above must submit a student or official copy of the college transcript or itemized list of course work and credits received, at the time of application.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment requirements of Title 49 Code of Federal Regulations (CFR) Part 1542, prior to appointment.

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: March 22, 2024

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.