

Saratoga County New York



SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES
Scot Chamberlain, Director
40 McMaster Street, Ballston Spa NY 12020
www.saratogacountyny.gov
(518) 885-2225

Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.
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CAREER OPPORTUNITY

DEPUTY COUNTY TREASURER SARATOGA COUNTY TREASURER'S OFFICE

SALARY: \$85,113 * Plus Excellent Benefits, Retirement, and Compensation Plan*****

Distinguishing Features of this opportunity are...

This work involves responsibility for assisting the County Treasurer in the administration and supervision of the County Treasurer's office. The Deputy County Treasurer is appointed by the Treasurer and approved by the Board of Supervisors. Incumbent serves as the Chief Accountant for the County. In collaboration with the County Treasurer, is responsible for directing, administering, establishing and maintaining the County's Accounting System and Payroll System. The Deputy County Treasurer is expected to use professional judgment in the day-to-day operation of the Treasurer's office, giving advice and guidance to employees on operating the computer system and keeping the records. The work involves the use of complex accounting procedures to develop and implement improvements to the financial operation of the County. This position requires extensive computer related skills to manage the preparation of the County's Annual Financial Report. In addition, the incumbent must analyze, initiate, coordinate and evaluate the County's fiscal policies for the County Treasurer and the County Legislature. The Deputy also handles inquiries from the public. Work is performed under general supervision from the County Treasurer with much discretion allowed in acting for and in place of the County Treasurer in their absence. General supervision is exercised over the office staff. Does related work as required.

Minimum Qualifications for this position are...

- A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, economics, business or public administration, or related field, AND two (2) years of full-time supervisory experience involving the use and maintenance of governmental accounting system; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in accounting, economics, business or public administration, or related field, and four (4) years of full-time supervisory experience involving the use and maintenance of governmental accounting systems.
- C) An equivalent combination of training and experience that otherwise demonstrates the ability to meet the responsibilities of the position.



Deputy County Treasurer – P2

Interested candidates may submit their application and resume by mail or in person as follows:

ATTN: Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

*Applications will continue to be accepted until: **June 28, 2022***

Applications are available in the Human Resources Office or on our website, www.saratogacountyny.gov.
Resume MAY NOT be substituted for Application. As a municipality, an application is required. No Fax Submissions

*****This is an exempt class position serving at the will of the Saratoga County Treasurer*****

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.