

# COUNTY ADMINISTRATOR

PLEASE POST CONSPICUOUSLY

WANTED

APPLICANTS FOR VACANT POSITIONS

**Title:** County Administrator

**Location:** Cortland County Administration

**Salary:** \$100,000 +- Commensurate with experience, FT w/benefits

**SUGGESTED MINIMUM QUALIFICATIONS:** Either

- A. Possession of a Master's Degree or higher in Public Administration or Business Administration from a regionally accredited or New York State registered college of university and four (4) years of paid full-time experience in the field of public or business administration; OR
- B. Possession of a Bachelor's Degree or higher from a regionally accredited or New York State registered college or university and six (6) years of paid full-time experience in the field of public or business administration or industrial enterprise; OR
- C. Ten (10) years of paid full-time experience in the field of public or business administration or industrial enterprise; OR
- D. An equivalent combination of training and experience as defined by the limits of A, B, and C above.

Pre-employment drug screen and criminal background check required.

**Special Requirement:**

Cortland County residency shall be required within ninety (90) days of appointment and for the duration of appointment.

**FOR FULL CONSIDERATION, PLEASE SUBMIT APPLICATION BY APRIL 15, 2019**

SUBMIT A COMPLETED CIVIL SERVICE APPLICATION, RESUME, AND LETTER OF INTEREST TO:

Cortland County Personnel/Civil Service  
60 Central Ave.  
Cortland, NY 13045-2746

EOE/MF

Issued: 6/20/18

Reissued 1/15/19

Revised: 2/12/19

# DIRECTOR OF FINANCE

PLEASE POST CONSPICUOUSLY

\*\*\* WANTED \*\*\*

APPLICANTS FOR VACANT POSITION

TITLE: **DIRECTOR OF FINANCE (Competitive Class)**

LOCATION: **BUDGET AND FINANCE OFFICE**

SALARY: **GRADE 1: \$82,201-100,010/YR., FT W/BENEFITS**

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or university with a Master's degree or higher in Accounting, Business or Public Administration, Finance or closely related field and three (3) years of full-time paid, or its part-time equivalent, experience in accounting\* or finance\*, two (2) years of which must have been in a supervisory capacity; OR
- B. Graduation from regionally accredited or NYS registered college or university with a Bachelor's degree or higher in one of the above fields, or closely related field, CPA certificate, and four (4) years of full-time paid, or its part-time equivalent experience in accounting or finance or two years of which must have been in a supervisory capacity; OR
- C. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree or higher in one of the above fields and five (5) years of full-time paid experience, or its part-time equivalent, in accounting\* or finance\*, two (2) years of which must have been in a supervisory capacity; OR
- D. Graduation from a regionally accredited or NYS registered college or university with an Associate's degree or higher in one of the above fields and seven (7) years of full-time paid experience, or its part-time equivalent, in accounting\* or finance\*, two (2) years of which must have been supervisory; OR
- E. Any equivalent combination of training and experience, as defined by the limits of (A), (B), and (C) above.

\*Municipal and/or CPA experience preferred

**Pre-employment drug screen, criminal background check and/or physical required.**

**SUBMIT APPLICATIONS TO:**

CORTLAND COUNTY PERSONNEL

60 CENTRAL AVE CORTLAND, NY 13045-2746

EOE/MF

ISSUED: 1/15/19

# **MANAGER OF AUDIT AND FINANCIAL PROJECTS**

PLEASE POST CONSPICUOUSLY

**WANTED**

**APPLICANTS FOR VACANT POSITIONS**

**Title:           Manager of Audit and Financial Projects, competitive class**

**Location:     Audit Department**

**Salary:       \$66,169-80,503/YR – FT w/ benefits**

## **MINIMUM QUALIFICATIONS:**

- a. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree or higher in Business, Accounting, or Finance including 18 credit hour courses in accounting and four (4) years of accounting and auditing experience.

Note: Possession of CPA, CIA, CFE, or CME Certification may be substituted for two (2) years of the required four (4) years of experience.

NOTE: A college transcript is required showing proof of credit hours.

Pre-employment drug screen and criminal background check required.

**Approved applications will be accepted until the position is filled.**

**SUBMIT A COMPLETED CIVIL SERVICE APPLICATION, RESUME, AND  
LETTER OF INTEREST TO:**

**Cortland County Personnel/Civil Service**

**60 Central Ave.**

**Cortland, NY 13045-2746**

EOE/MF

Issued: 1/28/19