

CONFIDENTIAL ASSISTANT /FISCAL AFFAIRS

The position is responsible for the performance of complex statistical, accounting and related administrative tasks involving the fiscal affairs of County government. The position may oversee special projects or programs relating to management, budget, finance, and accounting functions. The position is central to annual budget development and may participate in the development of complex policies or reports for the County Administrator to recommend to the Board of Legislators. The incumbent does related work as required and is expected to deal with confidential matters.

MINIMUM QUALIFICATIONS: Either:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, business administration, public administration, economics or other directly related field. Such degrees must include or be supplemented by 12 semester credit hours in accounting.

Salary Range: \$63,193 - \$70,186 Extensive fringe including health/vision insurance, dental insurance, Deferred Compensation, and NYS retirement. Resume and cover letter including salary requirements accepted through February 3, 2023 at Jefferson County Department of Human Resources, 175 Arsenal Street, Watertown, NY 13601 or online at www.co.jefferson.ny.us.