

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**County Ambulance Service**  
***Business Office Manager***

**\$50,966 - \$62,292**

**DATED: November 25, 2024**

**LAST DAY FOR FILING: December 10, 2024**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position involving responsibility for the administrative and fiscal management of department operations within the County of Otsego. The incumbent supervises and coordinates the daily operations pertaining to fiscal management and business administrative functions, including but not limited to budgeting, payroll, accounts payable, accounts receivable and state and federal aid reimbursement, policy implementation, and grants for County operated programs and contracted providers. The incumbent in this position may oversee the IT needs specific to the direct operations within the department. The incumbent will be the fiscal and administrative contact for State oversight/funding agencies, contractors and other funding sources and appropriate oversight boards. Work is performed under the general supervision of the Director. Supervision is exercised over the work of account keeping and office support staff. May be involved in special projects as directed. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Supervises the fiscal operation of various county operated programs including accounts payable/receivable system;
- Prepares County and State budgets for County operated services;
- Collects, reviews, interprets, and analyzes financial, statistical and administrative reports;
- Ensures records systems standards and adherence to state and federal policies, procedures, rules and regulations;
- Advises administration regarding impact of proposed changes to State and federal funding mechanisms;
- Maintains appropriate internal control safeguards over financial areas;
- Provides data relating to revenue trends and projections to administration;
- Assists the Director in developing administrative and fiscal policy and procedures and communicates with all levels of management and staff regarding these policies giving direction in implementation of these policies;
- Reviews and approves budget and claims for contracted programs;
- Assists in the preparation of the Local Government Plan or other plans for Services for submission to the appropriate agency;
- Acts as agency liaison with State agencies and contract agencies in fiscal and administrative matters;
- Assists the department head in the preparation of service contracts, agreements and grant applications by collecting and preparing statistical reports and other related activities;
- May oversee IT needs specific to the operations of the department;
- May train and provides supervision of assigned office personnel;
- May generate purchase orders, contracts, bids and payment schedules
- May supervise the department's vendors, supplies, equipment and physical facilities.
- May performs criminal background checks and monitor clearance.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the principles, practices and terminology of accounting; thorough knowledge of local and State and federal laws and regulations affecting the department; ability to read and interpret regulations and policies; ability to develop and write clear and accurate reports; good knowledge of financial administration including budgeting, purchasing, reporting, computer software and other applications; based on location may require good knowledge of medical office terminology, procedures, equipment and business English; ability to develop and maintain accounting systems; ability to prepare and analyze complex financial records, reports and statements; ability to

communicate effectively both orally and in writing; ability to establish and maintain cooperative relationships with all agencies the department conducts business with, including the public; ability to plan and supervise the work of others; ability to observe and perceive needs of the department; ability to operate a personal computer and utilize medical or other office software programs; ability to perform close, detail work involving considerable visual effort and concentration.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in accounting, business or public administration, economics or related field and one (1) year of accounting or auditing experience involving the maintenance or auditing of double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
- (b) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in accounting, business administration or closely related field and three (3) years of experience as defined in (a); OR
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in (a); OR
- (d) An equivalent combination of training and experience as defined by the limits of (a) (b), and (c).

CLASSIFICATION: Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocountyny.gov](http://www.otsegocountyny.gov)